
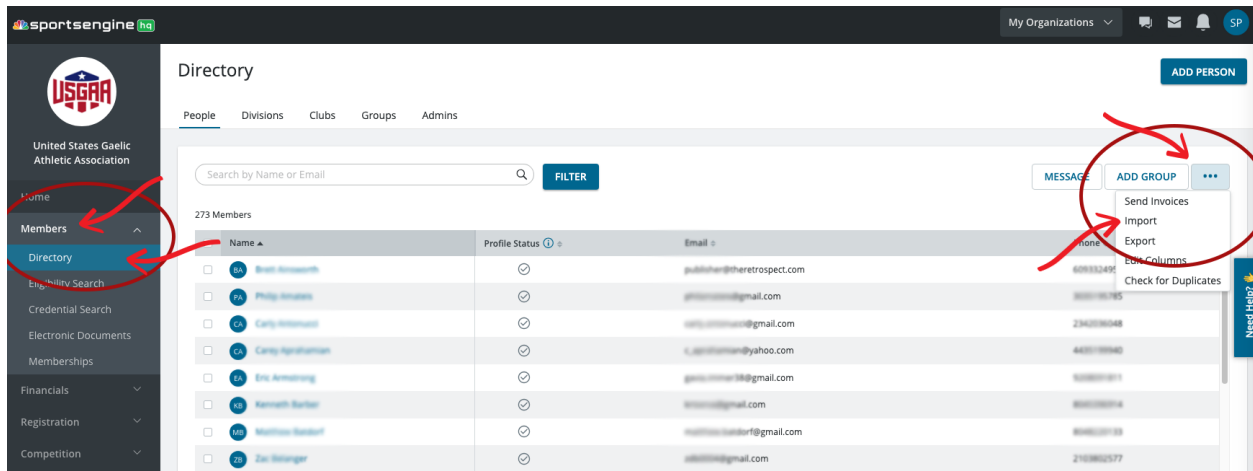


Importing Members

TLDR: Members > Directory >  > Import > download template > add members to template > Add File > Next > Verify > Next > Review > Import

To bulk add members to your directory, follow the instructions below:

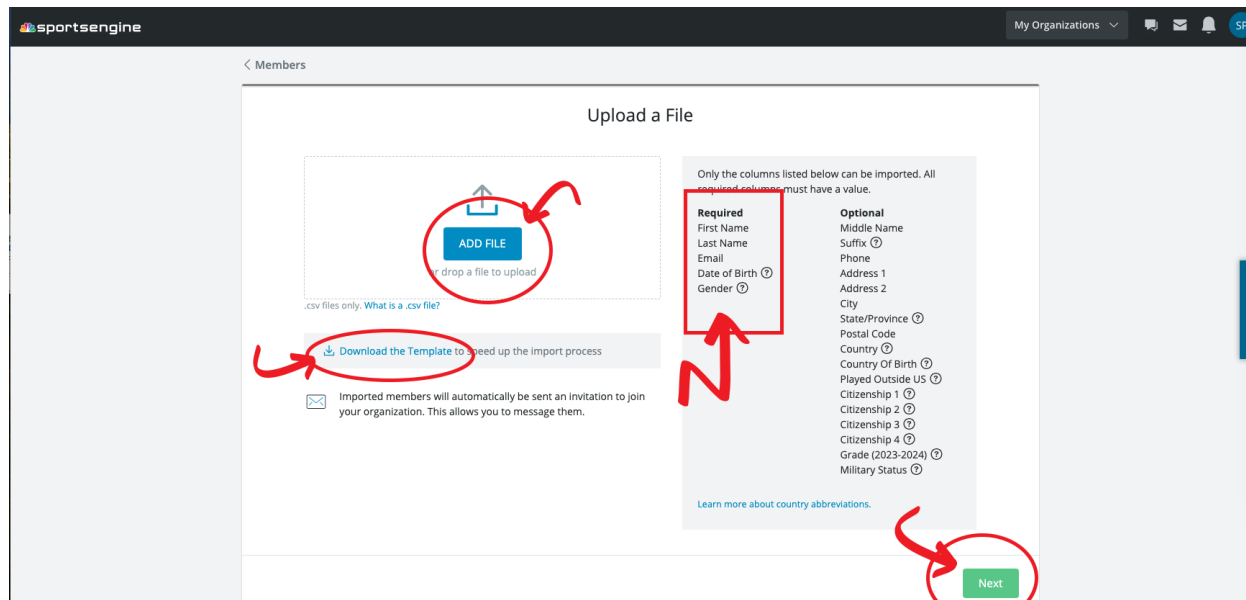
1. In your club HQ, select 'Members' from the *Left Menu*, then select 'Directory'.
2. Select the button with 3 dots at the top right, then select 'Import' in the dropdown



3. Select 'Download the Template', open the downloaded template and fill template with your member data.
 - a. *Note that you must have at least:
 - i. First Name
 - ii. Last Name
 - iii. A **VALID** email
 1. The members WILL have to log in to finish their registration after you've purchased, and this email is where the notification will be sent.
 - iv. Date of Birth
 - v. Gender
 - b. If you plan on Bulk Membership Purchase, you must also have:
 - i. Phone number
 - ii. Address (street, city, state, country (country code is US), zip code)

All imported information must be correct for the individual- this data is used for access and eligibility identification.

4. Return to your HQ and select 'Add File' or drag your filled template file to the Add File box.
5. Once File is attached, click 'Next' button.



6. When file is uploaded, system will verify your columns match—if they don't, you can adjust on the column match screen OR return to your template, adjust and re-attach. Then click the 'Next' button.
7. The system will match your columns, check for conflicts, and then ask you to review. If you are satisfied, click the 'Import' button.
 - a. This will send an invitation email to your members—they can claim this account at any time without disturbing your process.
8. Members will then show in your Directory as 'Pending' until they've claimed their profile.
 - a. There is an option to Re-send or Cancel the invitation in the small dropdown next to the 'Pending' on each member.

See next – Bulk Membership Purchase