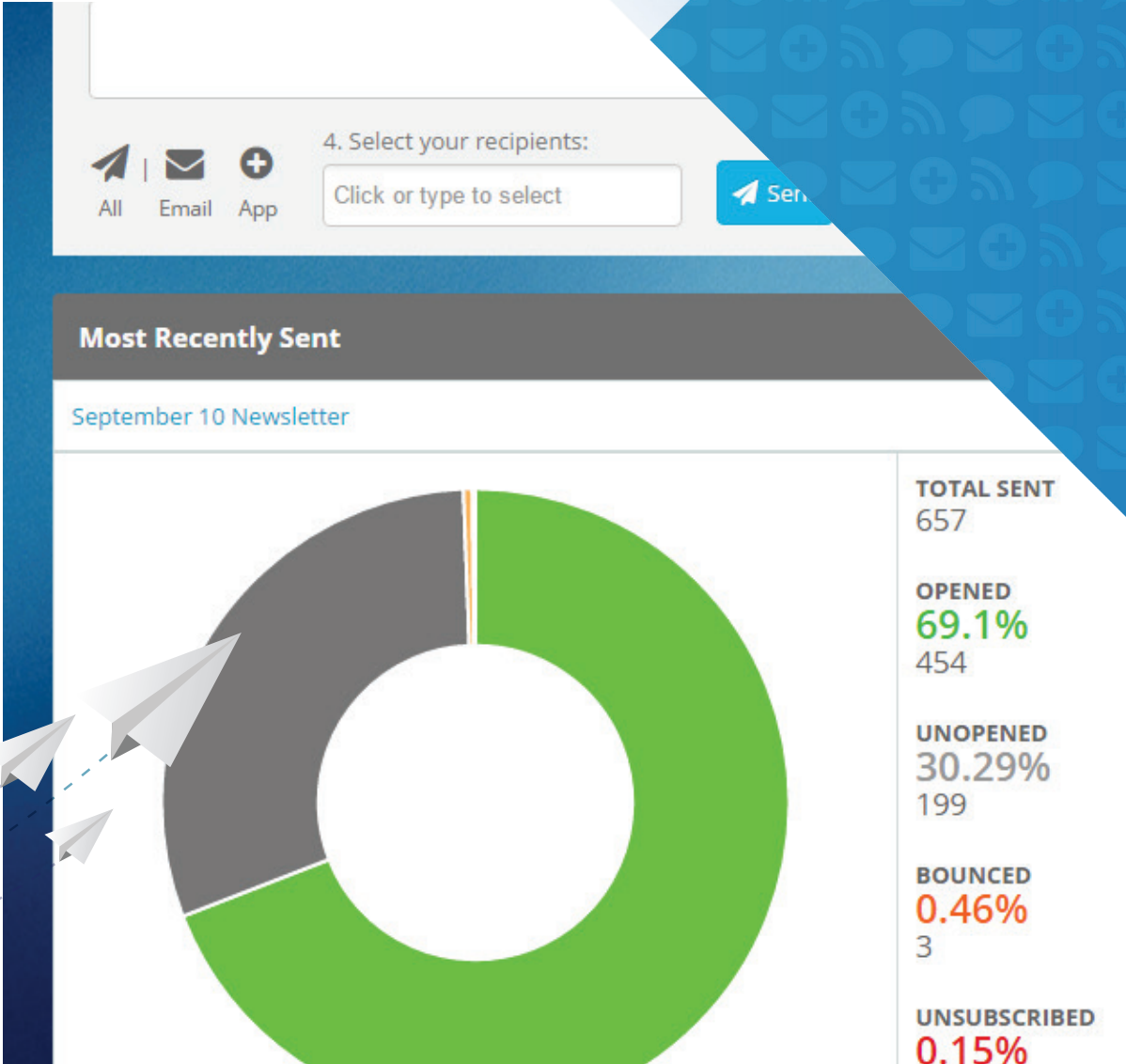


# IMPORTING A DATABASE

This guide will show you the process for importing a database of newsletter contacts.

Should you require assistance, please contact the Schoolzine Production Team.

Regards,  
**The Schoolzine Team**



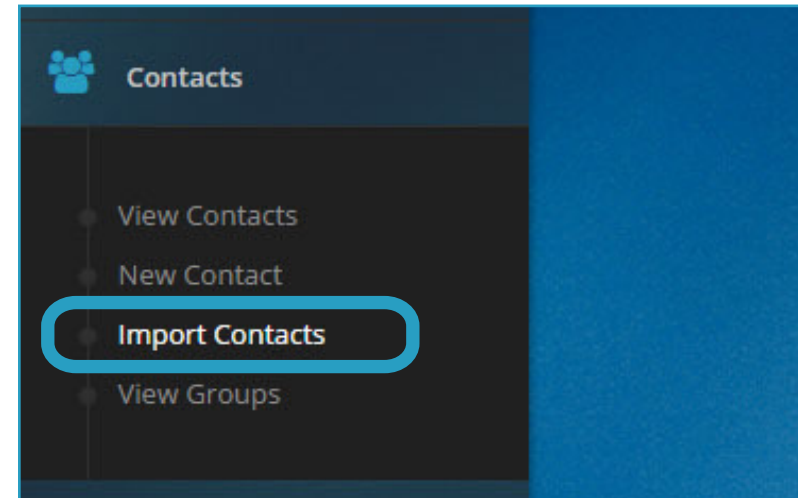
# PREPARING YOUR DATABASE

	A	B	C	D
1	First Name	Last Name	Email address	
2	Testt	User	<a href="mailto:1234@testerssss.com">1234@testerssss.com</a>	
3	Test	User1	<a href="mailto:1235@testerssss.com">1235@testerssss.com</a>	
4	Test	User2	<a href="mailto:1236@testerssss.com">1236@testerssss.com</a>	
5	Test	User3	<a href="mailto:1237@testerssss.com">1237@testerssss.com</a>	
6				
7				
8				
9				
10				
11				
12				
13				

Before starting your import, it is important to make sure that your database is cleaned to make sure it includes **no blank rows**, and **no duplicates** of the same email address.

You will also need to have a **single contact per line** in an excel spreadsheet, with the *First Name*, *Last Name* and *Email Address* all in separate columns and **saved as a CSV (comma delimited) file** format.

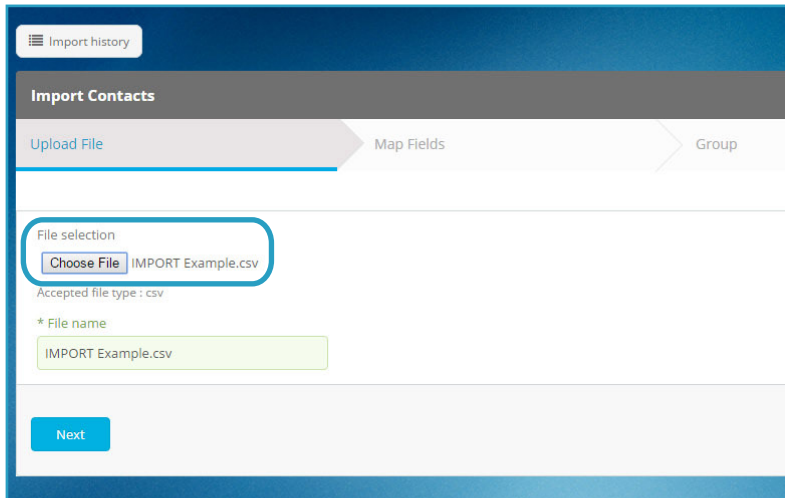
**NB:** *The first name field is what will populate into your email message unless you have a generic greeting such as: **Dear Parents and Carers.***



To import your contacts, you will need to login to your admin system and click on the **'Contacts'** tab in the sidepanel.

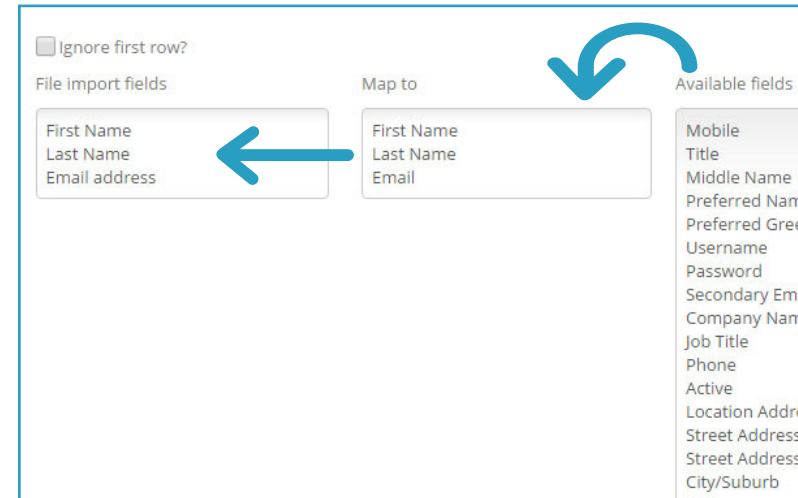
Select the **'Import Contacts'** button from the menu branch that will appear.

# IMPORTING A DATABASE



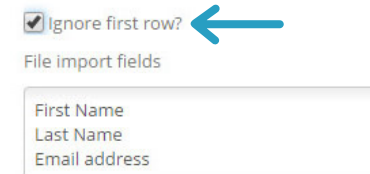
Click the '**Choose File**' button and navigate to where you have saved the CSV file ready for import on your computer. After you have selected it, click the '**Next**' Button.

**NB:** If your database is not saved as a .csv file, you will not be able to proceed.

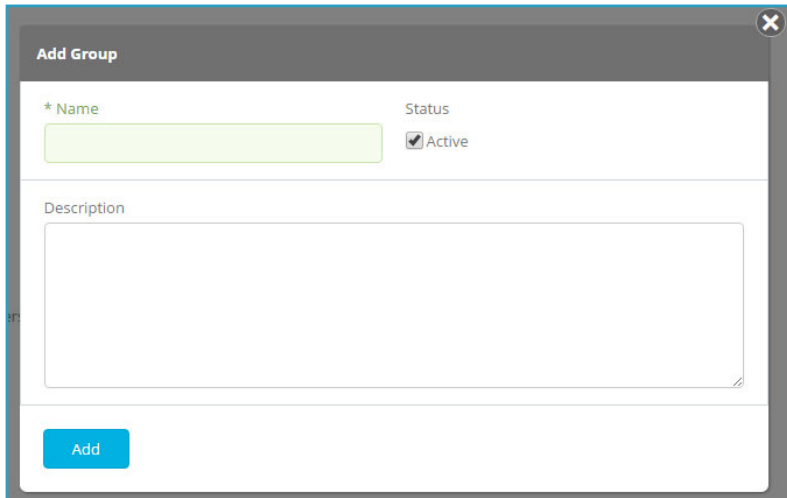


In order to correctly import your database fields, you will need to click and drag the fields from the right hand '**Available Fields**' box to the '**Map to**' box. You will need to drag and re-order them in the '**Map to**' box to line up with the corresponding field for the '**File Import fields**'. Once your fields are aligned, select the '**Next**' Button to continue.

**NB:** It is also import to select the '**Ignore First Row**' checkbox located above the '**File Import Fields**' box before your import to avoid the system importing the first row as a contact.



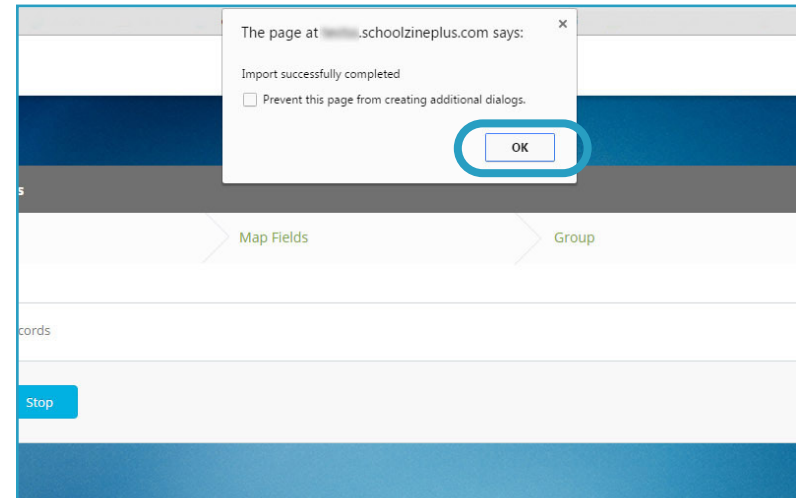
# IMPORTING A DATABASE



The Group tab will show you a list of all the current Groups available to import your contacts into. If the contacts do not require to be imported into a separate group, simply click the **'Import'** button to begin importing your contacts.

If you wish to create a new group to import these contacts into, select the **'New Group'** button from the bottom of the list and give it the desired name for the group. You may also like to give your group a short **'Description'** in the box provided.

After you have clicked **'Add'** your group will be automatically selected and you can push **'Import'**.

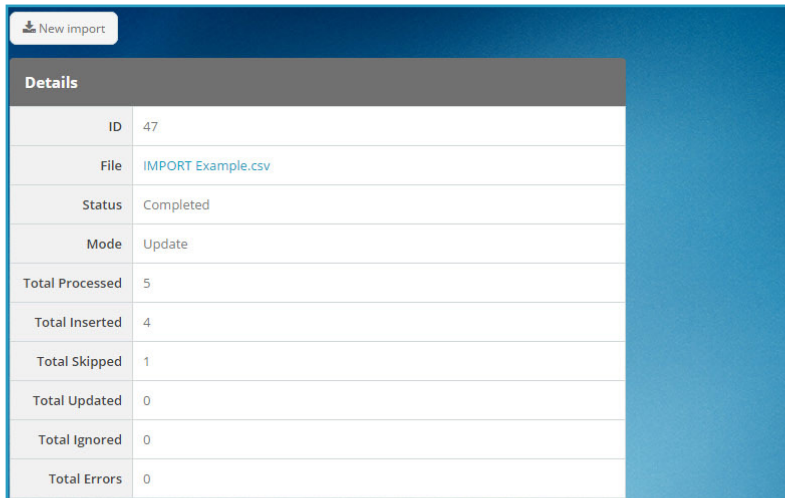


While your database is importing, it is important to not navigate away from this page as the database **will not** complete its import.

After the database has completed, a prompt window will appear which lets you know 'Import successfully completed'.

Select **'OK'** and you will be redirected to an overview of your database import.

# REVIEWING YOUR IMPORT

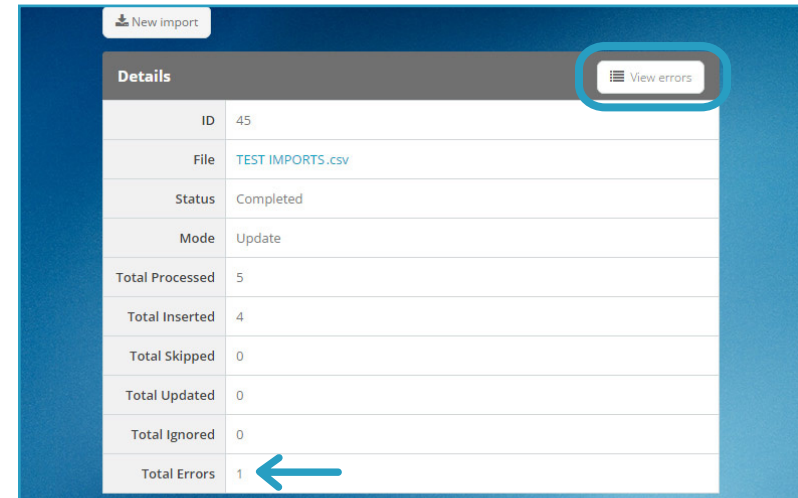


New import

Details	
ID	47
File	IMPORT Example.csv
Status	Completed
Mode	Update
Total Processed	5
Total Inserted	4
Total Skipped	1
Total Updated	0
Total Ignored	0
Total Errors	0

The overview page of your import will give you the figures of how many contacts have been imported, as well as if there was any errors whilst importing.

**NB:** If you selected *'Ignore First Row'* in a prior step you will have 1 contact listed as *'Total Skipped'*.



New import

Details	
ID	45
File	TEST IMPORTS.csv
Status	Completed
Mode	Update
Total Processed	5
Total Inserted	4
Total Skipped	0
Total Updated	0
Total Ignored	0
Total Errors	1

You can click the **'View errors'** button located in the top right of the content window to see any errors that may have occurred during import. Errors can then be fixed and then **'Resubmit'** or **'Discard'** from this list.

**NB:** Many database errors are caused from common mistakes such as a **space** in an email address or the **@** symbol not being present.