Thank you for taking part in the Scleroderma Foundation's "Stepping Out to Cure Scleroderma!" We appreciate your support of our mission. Here are some instructions to help you upload your email contacts by CSV file into your Participant Center.

If you have any other questions, please contact your walk's event manager (visit the "Contact Info" tab on the walk website for the preferred contact method). You also may contact our National Office toll-free at (800) 722-4673.

What is a CSV file?

A CSV, or comma-separated values, is a type of file that allows you to enter data in a table-structured format or spreadsheet. You will need a program like Microsoft Excel or Windows Notepad to create the file to upload into your Participant Center.

If you have a lot of email contacts that you'd like to migrate into your Participant Center, creating a CSV file for upload may be easier and save you time instead of manually entering each email contact.

Note: Yahoo email users can directly import their contacts into the Participant Center without using a CSV file. View the separate help document for how to complete this action.

STEP 1 – Prepare your CSV file

A. Export your contacts list or address book from your email service that you use (follow your service provider's instructions to complete this step)
B. Create a new CSV file using a text editor (such as Microsoft Windows Notepad) or spreadsheet application (such as Microsoft Excel) that lets you save a document as a .CSV file type.
C. Create three column headings: `First, Last, Email`
D. Then, on the subsequent lines, enter the first name, last name, and email address of each contact. (You can copy and paste this from the export that you did in step 1A.

For example, your document would look like:

```
First, Last, Email
John, Doe, johndoe@email.com
Jane, Smith, janesmith@email.com
```

E. When you are done entering your contacts, save the file with the extension CSV (if using a text editor such as Notepad) or "Save As" CSV format (if using a spreadsheet program).
F. Remember to name the file something easy to remember so you can access it easily in the following steps.

STEP 2 – Login to your Participant Center

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STEP 3 – On your Participant Center home page, click the "Send an Email" tab to access the Email functionality
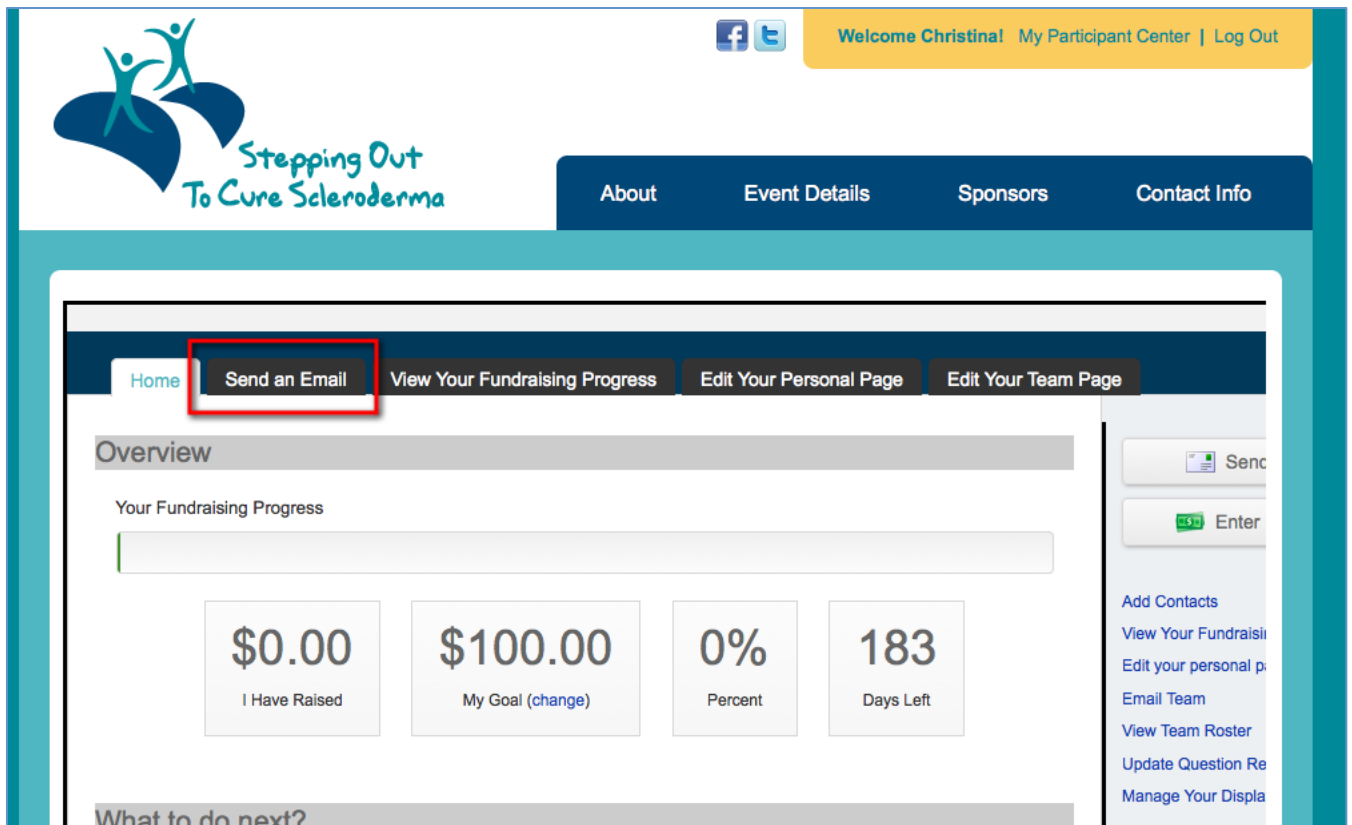
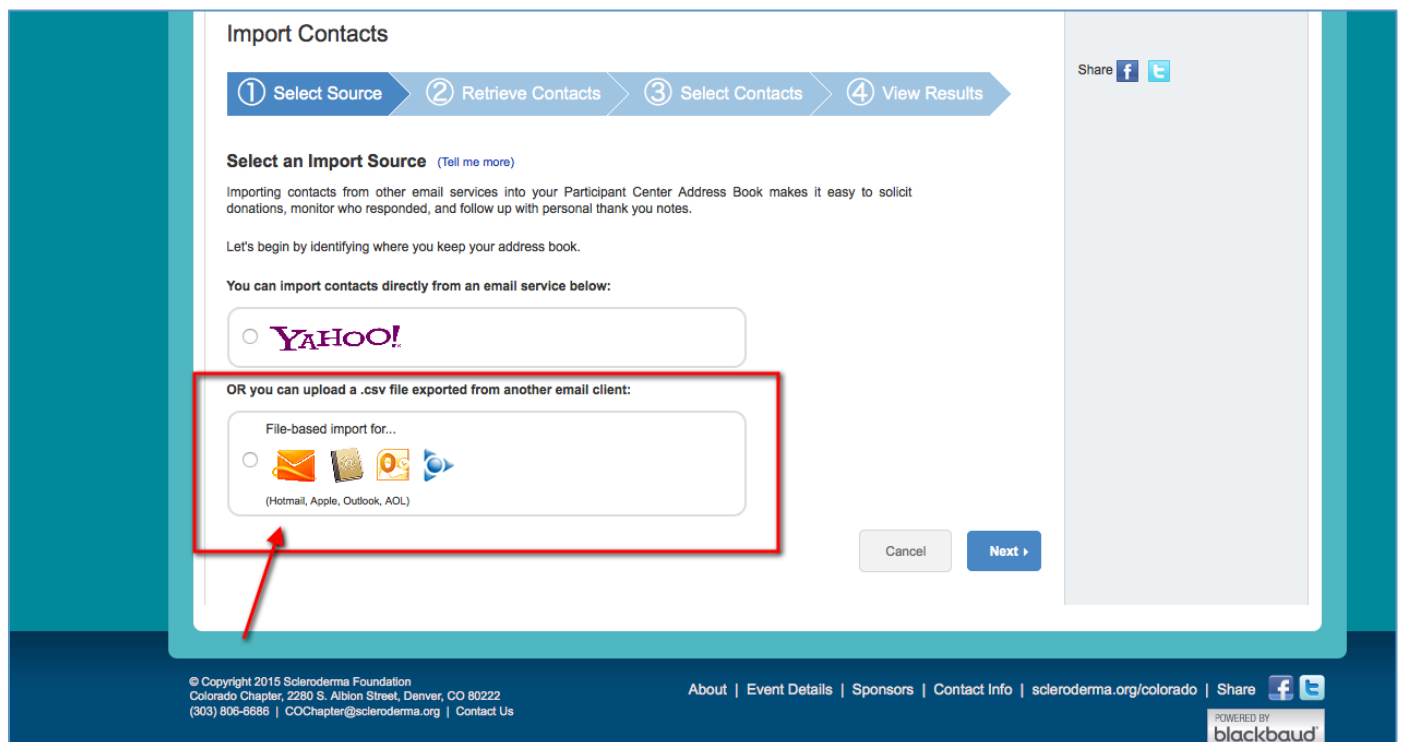**STEP 4 – Click "Contacts" in the links on the right-side of the screen**

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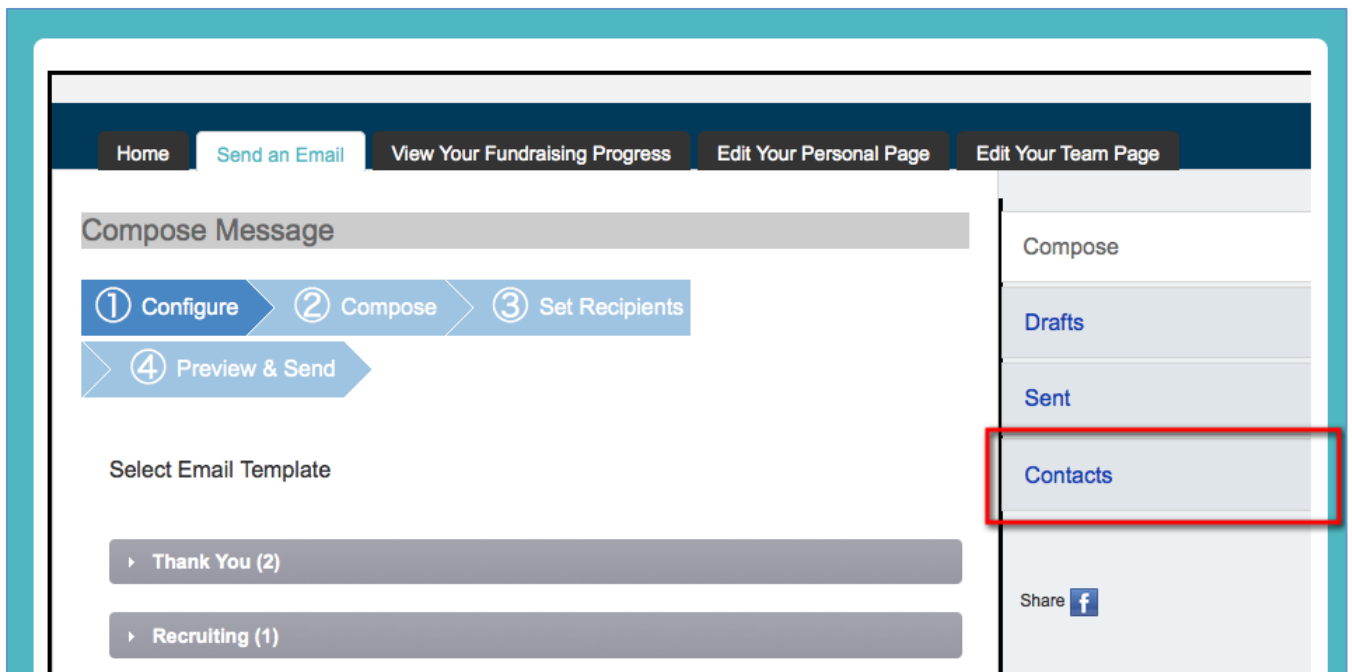
STEP 5 – Click "Import Contacts"
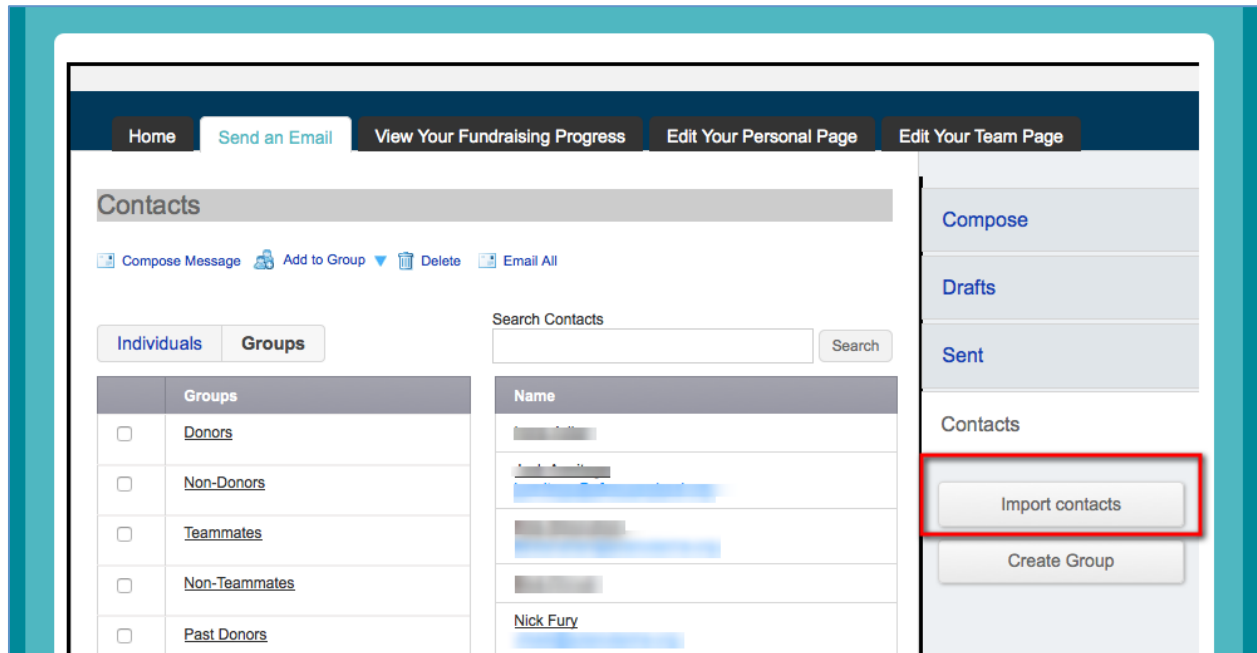
STEP 6 – Choose the button next to "File-based import for…"

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Next, browse your computer to find your prepared CSV file
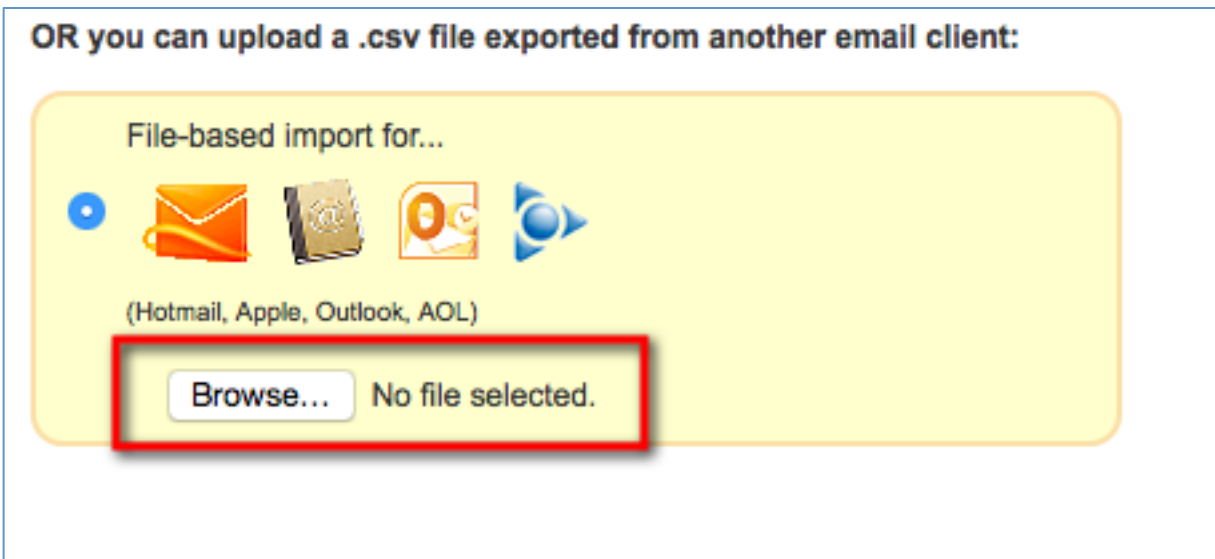
*Once you select your file, you'll see the file name on the screen.*
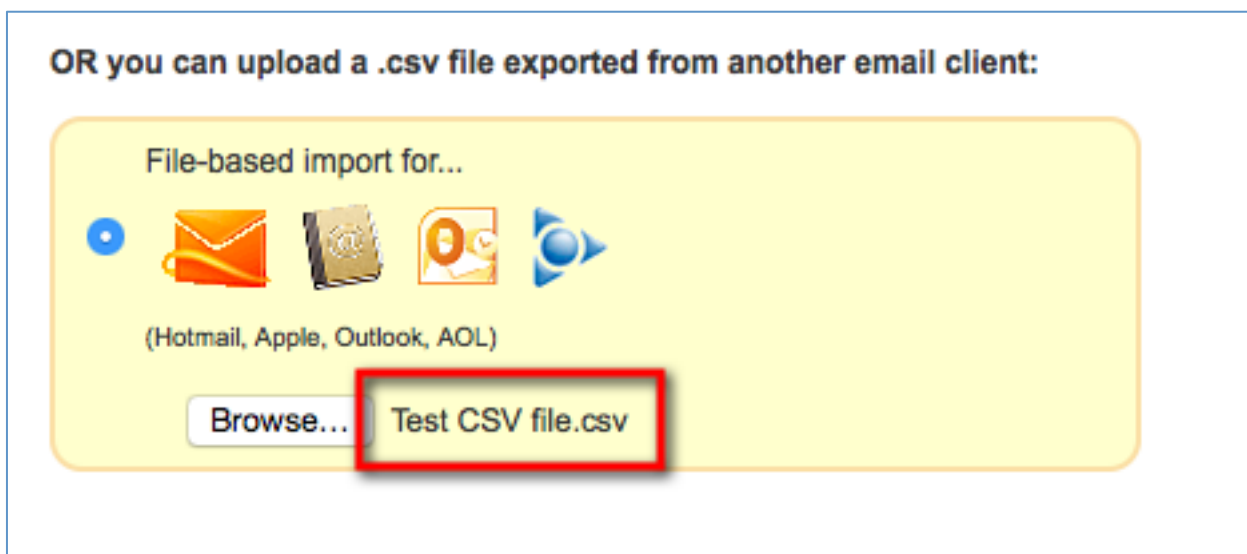

STEP 7 – Click "Next" to continue

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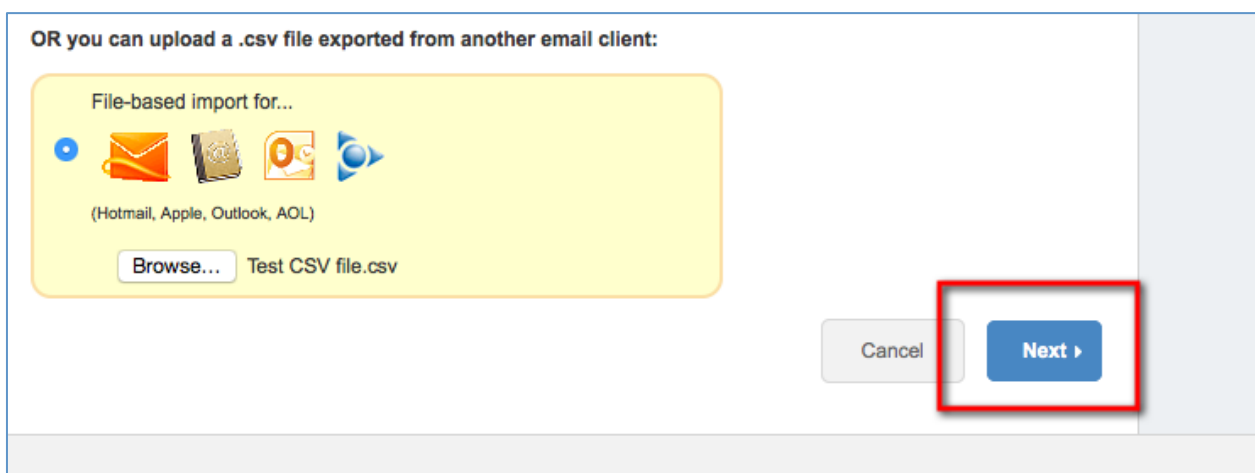
STEP 8 – Preview the contacts from your file and ensure they are mapped to the correct fields (i.e. first name, last name, email address). If you are satisfied with the results, click next. If you need to adjust the mapping, click "Change the column mapping" to fix.
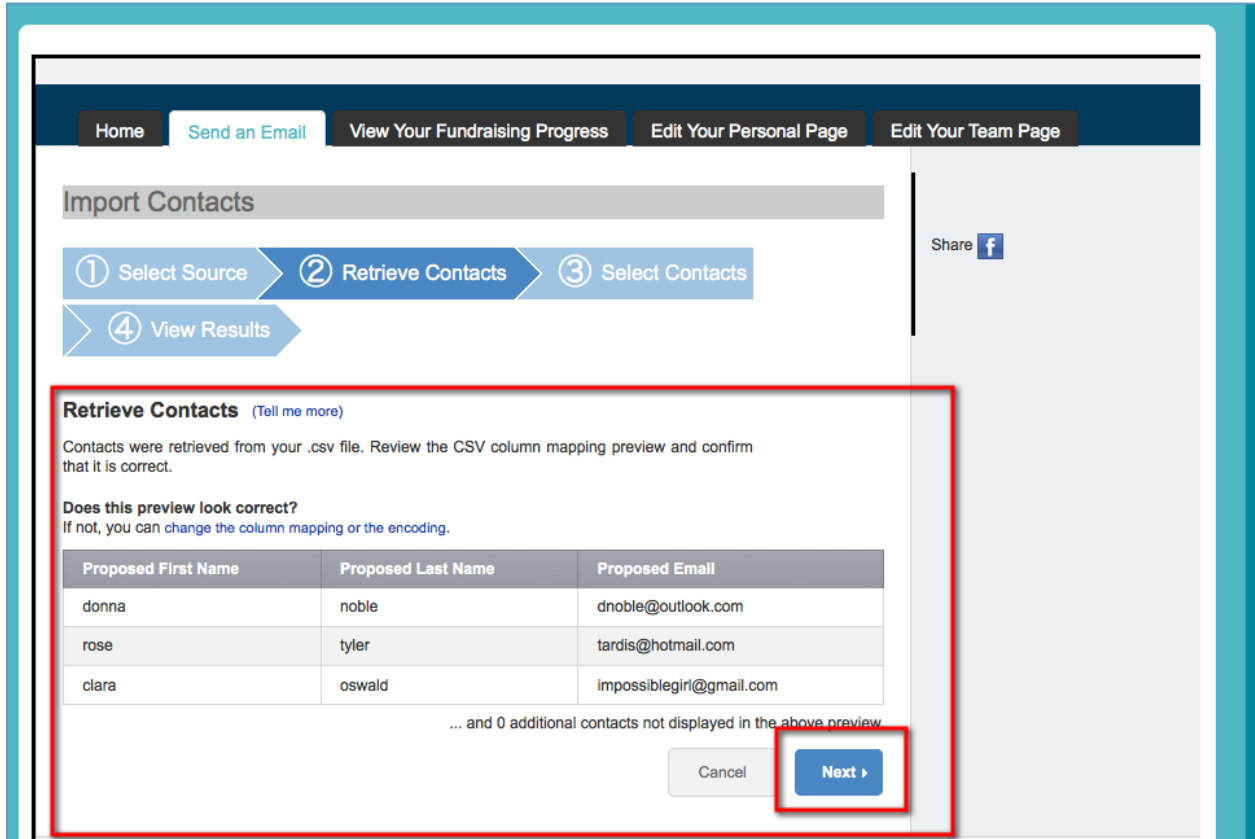
STEP 9 – Select Contacts to Import

In most cases, you'll want to import all of the contacts that are in your uploaded file. To do so, select the first radio button that says "Import all # contacts into your Participant Center Address Book."
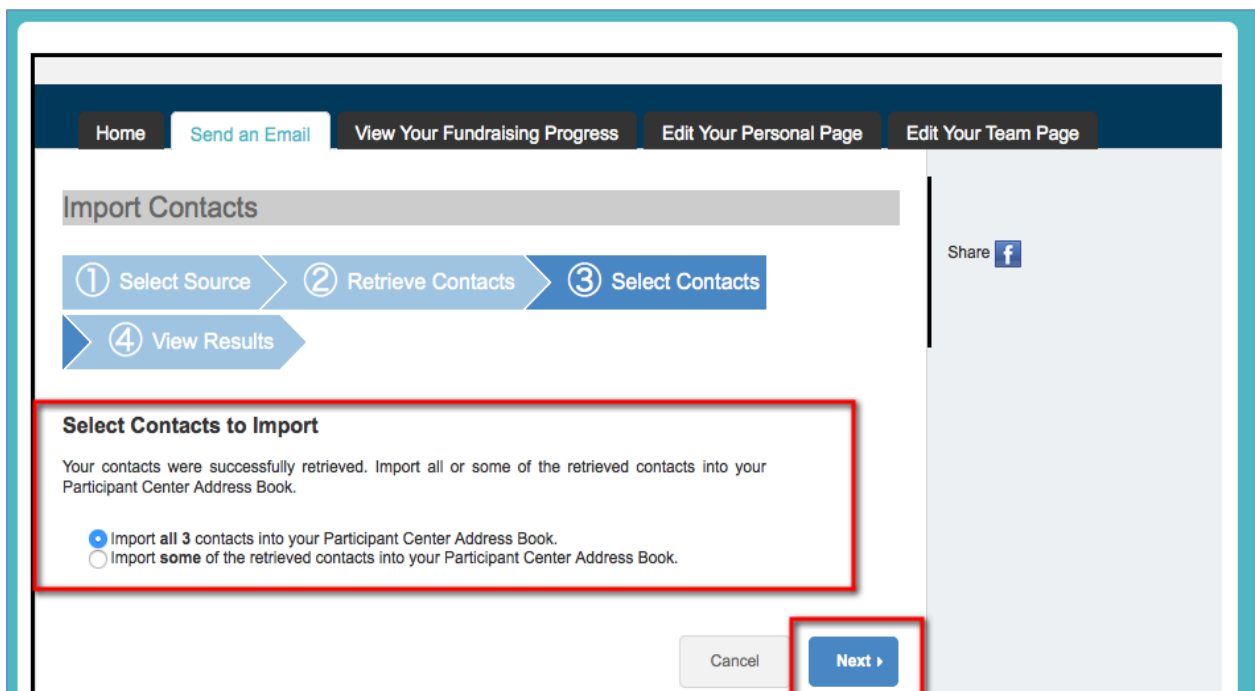
-CONTINUE ON NEXT PAGE -

Or…if you only want to select certain contacts to transfer over, check the "Select box" next to the individuals that you do want in your Participant Center contacts.

STEP 10 – Success! You will see a yellow text box showing how many of your contacts were successfully imported to your address book. Then, click "Finished" on the bottom of the page. You're ready to start sending some emails!

CONTACT OUR OFFICE FOR ASSISTANCE

Call the National Office at (800) 722-4673 and our staff can help walk you through the upload process.

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