

FFA REGISTRATION BULK IMPORT TOOL

Names can be added in bulk by copy/paste from Excel or Google Sheets. As long as the data is in the proper format, it can be copied/pasted into the grid when accessing the Adde/Edit attendee screen.

Important Notes:

- Do not copy/paste the header row. Only the data should be pasted.
- The "Gender" and "Attendee Type" field values must match an available option identically and is case sensitive.
- First Name, Last Name, Email for Waiver Link, Participant a minor, FFA ID, and Attendee Type are required fields.

Instructions:

- 1. Use a spreadsheet application like Microsoft Excel or Google Sheets, enter attendee information, including all required fields, and acceptable values.
- 2. Copy all the cells from the sheet (do not import the header row).
- 3. Select the "First Name" field on the registration bulk import page and paste the data using the paste command (Ctrl+v or Command+v).
- 4. Click the VALIDATE button to validate the data you pasted (if applicable), then click SAVE & CONTINUE.

Attendees Please provide the information below for all attendees, including yourself if you are attending. All fields are required. If the attendee doesn't have an FFA ID number, please enter NA. The email address listed will receive an email containing the unique link to the attendee's digital waiver form. Waiver forms for attendees under 18 years of age must be digitally signed by the parent/guardian of the attendees. All attendees must have a digital waiver e-signed prior to arrival. 1 v										
*First Name	*Last Name	*Email for Waiver Link	*Participant a minor?	*FFA ID	*Attendee Type					
First Name	Last Name	E-mail	Select Minor Status ~	FFA ID	Select Attendee Type v					
+ Add an attende	Click once here, then pa (ctrl+v or command+v		Select Minor Status Yes No AVE & CONTINUE		Select Attendee Type FFA Advisor FFA Member American Degree Alumni and Supporters Special Guest					
 There is at least one Minor selection that needs attention. There is at least one Attendee Type selection that needs attention. There is at least one Last Name field that needs attention. There is at least one First Name field that needs attention. There is at least one Attendee Email field that needs attention. There is at least one FFA ID field that needs attention. 										

Please note, the above image does not reflect all events. Columns may vary based on event.

Example sheet of data:

4	A	В	C	D	E	F
1	First Name	Last Name	Email for Waiver Link	Minor?	FFA ID	Attendee Type
2	Ben	Smith	bsmithschool.in.us	No	655555555	FFA Advisor
3	Janice	Tholbert	marceytolbert122@gmail.com	Yes	64444444	FFA Member
4	Michael	Feenloye	feenloyefamily88@icloud.com	Yes	633333333	FFA Member
5	Vickie	Burbanks	felicity.burbanks@ffa.org	Yes	622222222	FFA Member
6	Felicity	Burbanks	felicity.burbanks@ffa.org	No	NA	Special Guest
7	Stella	Burbanks	felicity.burbanks@ffa.org	Yes	NA	Special Guest
8 9 10			Yes	Yes or No only		Advisor Member
11					Alu	erican Degree nni and Supporters cial Guest
13						

Example Instructions:

- After entering all participant information in the spreadsheet, to copy the data, click and hold cell A2, then drag down to cell F7. The cells should now be highlighted. (DO NOT INCLUDE THE HEADER ROW)
- Press Ctrl+c (or Command+c) to copy the data.
- On the FFA Registration webpage attendee grid, highlight the first open cell in the "First Name" field in the grid and press ctrl+v (or Command+v) to paste the data in the grid.

Additional Notes:

If you selected names from your roster, you can paste more names in below the names that were already populated. To do so:

- Click the "Add an Attendee" blue plus button until a blank row is displayed.
- Click the "First Name" field once to select it.
- Paste the data from the source spreadsheet which will populate the grid.