



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 Add/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.

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

Example sheet of data:

	A	B	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	644444444	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						
11						
12						
13						

Yes or No only

FFA Advisor
 FFA Member
 American Degree
 Alumni and Supporters
 Special Guest

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.