

Importing your attendees into Conference Tracker is a simple and easy process. All you need is a CSV file with your attendees' info, which you can build yourself or convert from an Excel file. Follow these steps and let your CT Support Team know if you have any questions.

	A	B	C	D	E	F	G
1	FirstName	MiddleInitial	LastName	Email			
2	Eve		Lieberman	evelieberman@demo.com			
3							
4							
5							
6							
7							
8							
9							
10							

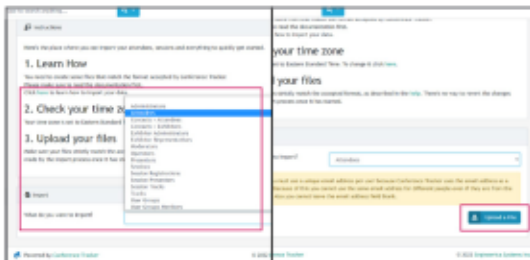
### Step 1

Build a CSV file with the following mandatory headers, typed as written: FirstName, MiddleInitial, LastName, Email. Each attendee should be on a different row. Make sure each one has a unique email address. To view other optional headers you can include, visit this page: <https://confrac.com/#/import/upload/learn>



### Step 2

Log into your Conference Tracker account. From the main menu, click Advanced Options > Import Data.



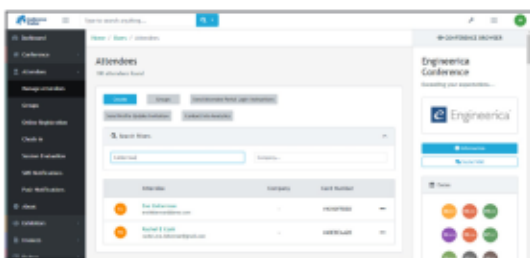
### Step 3

In the "Import" section on the Import Data page, select, "Attendees" from the drop-down menu. Click, "Upload a File," and then select the file you wish to import.



### Step 4

The import will now commence. CT will update with information regarding the stage of the upload, and the status box will turn green once the process is finished. If there are any errors that need to be corrected, CT will let you know.



### Step 5

Your import is now complete, but we recommend checking the attendee list to make sure your attendees imported correctly.