Killarney Pool Members Import Format

Saturday, April 28, 2018   5:10 AM

Requirement

XLS or CSV rosters must be structured in the following format:

email address, family name, first name of member, home address, home phone, mobile phone

In doing so, the mail list service can quickly efficiently and easily accomplish bulk-upload

For example:

joe@hotmail.com, Smith, Joe, 10202 SE 23rd Street, 425 555 1212, 206 555 1212

Only email address is required. But it is advised that ALL columns be filled in. In the event that a column hasn't any information, leave it blank. For instance, suppose the member hasn't a first name OR home phone. The format of the record will be:

joe@hotmail.com, Smith, , 10202 SE 23rd Street,   , 206 555 1212

Observe that there is a space representing first name and home phone

Recommendations

In the event there are two people under the same membership, say Joe & Susan Smith, you are advised to provide two rows as follows:

joe@hotmail.com, Smith, Joe, 10202 SE 23rd Street, 425 555 1212, 206 555 1212
susan@hotmail.com, Smith, Susan, 10202 SE 23rd Street, 425 555 1212, 206 555 1212

You may **OPTIONALLY** add the names of children separated with a SPACE. For instance:

joe@hotmail.com, Smith, Joe, 10202 SE 23rd Street, 425 555 1212, 206 555 1212, Kelly Michael Stephen

The keyword is OPTIONAL. You may leave it blank. The children's names must be separated by spaces

Guidance

By maintaining a structured EXCEL table of columns and rows, it is normalized and easier to manage, query, filter, and report on. This makes manageability 10000% easier. Adopting a tabulated members list keeps things so manageable you can practically do so on a cell phone :)