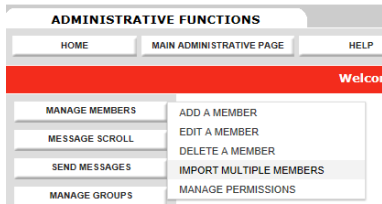


## IMPORT MULTIPLE MEMBERS

There are two methods to add members:

- The first method is to set the individually add one member at a time (See, Adding Members).
- The second method is to utilize the “Import Multiple Members” feature.



**You Are Importing Multiple Members**

This feature will allow you to import multiple members into your IamResponding system. You will need to enter member information into a pre-formatted excel spreadsheet, save that as a file, and then upload that to your system. Altering the spreadsheet or using a different spreadsheet will cause errors. After the initial member information is uploaded, you will then be able to edit permission fields and certain other fields for all of the new members before the upload process is completed.

You can only import up to 100 members at a time. If you have to add more members, please repeat these steps.

For any questions that you have about any of the fields or columns that appear in any of the following steps, please refer to your user instructions that are found by clicking the “Help” button on your home page.

**Step 1:**  
Download the pre-formatted excel spreadsheet. Enter the relevant information for the members to be added to your system, save that as a file, and then return to this page.

Please Note: First Name and Last Name are mandatory fields in order to complete this upload. If you enter an email address for the member, they will automatically receive an email from the system providing them with their initial log-in information.

[Click here to download the pre-formatted excel spreadsheet.](#)

**Step 2:**  
Please select the file that you have saved to import

When you upload the file, if any of the values in the file are entered in an invalid format, or are not otherwise permitted, a list of the specific errors that needs to be corrected will appear. Please go back into the file, correct the errors, save the changes, and then re-upload the file.

### Importing Multiple Members

- From the main IamResponding page, go to “Administrative Functions.” You must have privileges to be able to navigate to this page.
- On the Administrative Functions page, hover the mouse over “Import Multiple Members”. You must have privileges to perform this function.
- Detailed instructions are on the Importing Multiple Members Page.

#### STEP 1:

- Download the pre-formatted excel spreadsheet.
- Fill in as many of the rows/columns as you desire.
- So long as you enter an E-mail address for each member, that member will be sent the user name and password you created for them automatically.
- Save the excel file where it can be easily found.

#### STEP 2:

- On the Import Multiple Members page, select “Browse” to locate the file.
- Press: “Upload File”.
- If there are errors, there will be an error message and a list of the errors at the bottom of the screen.
- PLEASE NOTE some common issues:

Members throughout the entire IamResponding system must have unique user names and passwords. If you use a name that is the same as another user, it may cause issues. Change the names identified as issues. Or, leave these cells blank and have the system assign temporary user names and passwords.

Occasionally, Google Chrome causes issues with the upload. Utilize a different browser to resolve this issue.