

How to Import Sessions and Sessions Attendances

To import sessions and session attendances, you must first download the required template. This can be done with the following process:

- Hover over **My Account** and select **Administration**
- Select **Import Data** from the Data Management section on the left-hand side
- Select **Session Attendances** from the sub-menu
- Click on the **Actions** button and select **Download Template** to download a .CSV template, which can be opened as a spreadsheet

The data can now be added to the spreadsheet. Each column on the spreadsheet will create a new session on Views.

The rows for each session must be completed as follows:

- **Start Date** – Enter the date of the session in the format DD/MM/YY
- **Start Time** – Enter the start time of the session in the format HH:MM
- **Duration** – Enter the duration of the session in the format HH:MM
- **LeadStaff** – Enter the ID number of the Staff member who is leading the session. For information on locating ID numbers, see the appendix, 'How to find a Record's ID number', at the end of this document
- **Venue ID** – Enter the ID number of the Venue for the session. For information on locating ID numbers, see the appendix, 'How to find a Record's ID number', at the end of this document
- **Activity** – Enter the activity for the session. The activity must match one of the values that appears under 'Activity' when adding sessions directly to the system. Multiple activities can be entered, but must be separated by a | icon

	C	D	E	F	G
Session Group ID		9	9	9	9
StartDate		23/09/2019	23/09/2019	24/09/2019	25/09/2019
StartTime		12:00	11:00	14:00	10:00
Duration		04:00	03:00	02:00	05:00
LeadStaff		22	22	22	22
VenueID		1	1	1	1
Activity		Football	Youth Work	Rugby	Meeting

To record attendees, enter the ID number, Forename and Surname for each contact record attending on the sessions. For information on locating ID numbers, see the appendix, 'How to find a Record's ID number', at the end of this document.

8	PersonID	Forename	Surname
9	18	Example	Person 1
10	19	Example	Person 2
11	20	Example	Person 3
12	21	Example	Person 4
13	22	Example	Person 5

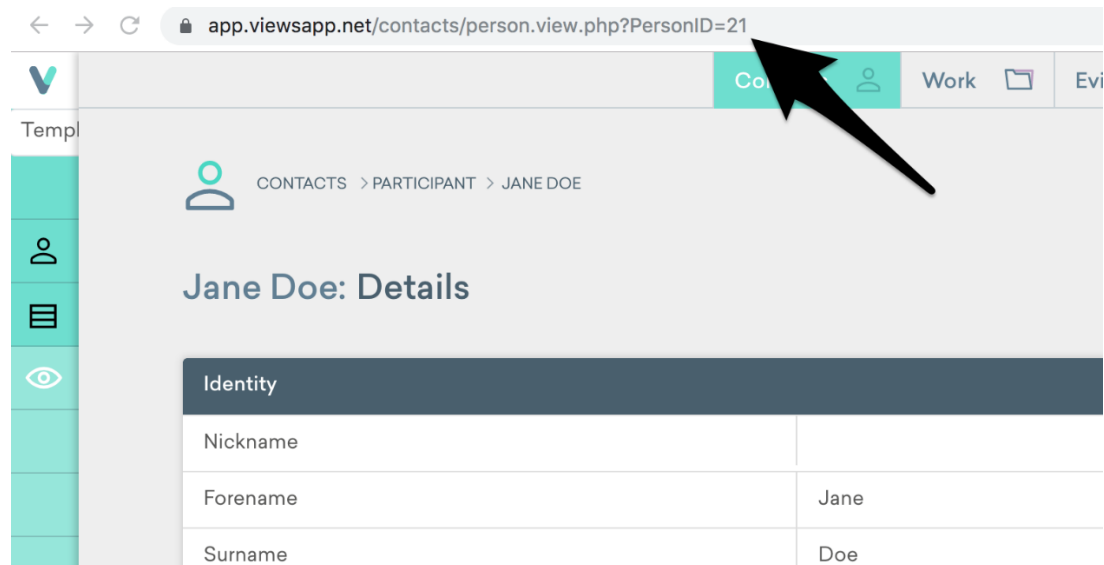
Finally, add a 1 in the relevant column for each session that the person has attended:

	A	B	C	D	E	F	G
1			Session Group ID	9	9	9	9
2			StartDate	23/09/2019	23/09/2019	24/09/2019	25/09/2019
3			StartTime	12:00	11:00	14:00	10:00
4			Duration	04:00	03:00	02:00	05:00
5			LeadStaff	22	22	22	22
6			VenueID	1	1	1	1
7			Activity	Football	Youth Work	Rugby	Meeting
8	PersonID	Forename	Surname				
9	18	Example	Person 1	1	1	1	
10	19	Example	Person 2		1	1	1
11	20	Example	Person 3	1	1		1
12	21	Example	Person 4		1	1	1
13	22	Example	Person 5	1	1	1	1

Appendix - How to Find A Record's ID Number

First, locate the record that you wish to find the ID number for. For example, if the record is a Staff member:

- Hover over **Contacts** and select **Staff**
- Click on the name of the relevant person
- The ID number will be displayed at the end of the address at the top of the page. In the example below, the person's ID is **21**:



The screenshot shows a web browser window with the address bar containing the URL: `app.viewsapp.net/contacts/person.view.php?PersonID=21`. A black arrow points to the `PersonID=21` portion of the URL. The page content includes a breadcrumb trail: `CONTACTS > PARTICIPANT > JANE DOE`, followed by the title `Jane Doe: Details`. Below the title is a table with the following data:

Identity	
Nickname	
Forename	Jane
Surname	Doe