

YOUR GUIDE TO

Parentapps Connect

ADDING STUDENTS VIA CSV



1 ADDING STUDENTS MANUALLY

There are two ways to add children into the system. To add a student individually, you can do this manually by selecting 'Add Child' under the 'Students' menu. You can also add siblings and multiple contacts by filling in this form and clicking save.

2 BULK ADDING STUDENTS

The second way to add a child into the system is to create a CSV file to add multiple children and their contacts all at once making this more time effective and easier for you.

A CSV is a simple file format used to store data, such as a spreadsheet or database. You will need the recommended template for you to enter all of your data. Please contact the Parentapps Office if you require a copy of this file.

3 ENTERING YOUR DATA

The CSV template you receive will contain set headings and example data to show you exactly how your information should look.

StudentForename	StudentSurname	Year	Reg	DOB	Gender	Relationship	Title	ContactForename	ContactSurname	PrimaryEmail	MobileNumber	Priority
Maisie	Roberts	Reception	RT	20/10/2013	Female	Mother	Miss	Rachel	Roberts	test1@parentapps	7738485861	1
Lucas	Gill	Reception	RT	28/02/2014	Male	Mother	Mrs	Lauren	Gill	test2@parentapps	7738485862	1
Ryan	Mason	Reception	RT	27/12/2013	Male	Mother	Miss	Kerry	Mason	test3@parentapps	7738485863	1
Abbie	Andrews	Reception	RT	10/06/2014	Female	Mother	Mrs	Elizabeth	Andrews	test4@parentapps	7738485864	1
India	Bass	Reception	RT	09/03/2014	Female	Mother	Mrs	Jenny	Bass	test5@parentapps	7738485865	1
Molly	Neary	Reception	RT	06/09/2013	Female	Father	Mr	Colin	Neary	test6@parentapps	7738485866	1
Georgia	Wilkinson	Reception	RT	30/10/2013	Female	Father	Mr	Robert	Wilkinson	test7@parentapps	7738485867	1
Amelia	Jones	Reception	RT	09/12/2013	Female	Mother	Mrs	Deborah	Jones	test8@parentapps	7738485868	1
Liam	Smith	Reception	RT	17/07/2014	Male	Father	Mr	Steven	Smith	test9@parentapps	7738485869	1
Thomas	Moore	Reception	RT	18/02/2014	Male	Father	Mr	George	Moore	test10@parentapp	7738485870	1
Connor	Pace	Reception	RT	31/01/2014	Male	Mother	Mrs	Caitlin	Pace	test11@parentapp	7738485871	1
Mia	Lui	Reception	RT	28/03/2014	Female	Mother	Mrs	Paula	Lui	test12@parentapp	7738485872	1

- Student Forename
- Student Surname
- Year/Age
- Reg/Room
- DOB – *The format must be DD/MM/YYYY e.g. 04/06/2005*
- Gender
- Relationship – *The contact's relationship to the child e.g. Mother, Father etc*
- Title
- Contact Forename
- Contact Surname
- Primary Email – *Email invites will be sent to new users for free*
- Mobile Number – *Mobile invites will cost one SMS credit. This number should be added with no spaces.*
- Priority – *Priority 1 will be the main contact for that student.*

4 ADDING MULTIPLE CONTACTS PER CHILD

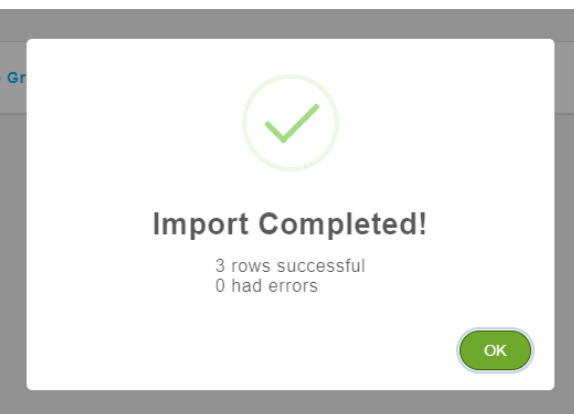
You can add more than one contact per child, for example both Mum and Dad. To do this the parents need to be on consecutive lines of the CSV, the child details repeated, and the priorities are different for both contacts.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	StudentForen	StudentSurnam	Year	Reg	DOB	Gender	Relationship	Title	ContactForename	ContactSurname	PrimaryEmail	MobileNumber	Priority
2	Maisie	Roberts	Reception	RT	20/10/2013	Female	Mother	Mrs	Rachel	Roberts	test1@parent	7738485861	1
3	Maisie	Roberts	Reception	RT	20/10/2013	Female	Father	Mr	Ryan	Roberts	test2@parent	7738485862	2
4													

Once you have added all entries to the CSV, save your file.

5 IMPORTING THE CSV

Once you are ready to import your data, log into your app portal and select 'Students' from the left-hand blue menu.



Select the orange 'Import' button from the top right-hand corner before choosing the completed CSV file from your documents.

Once all of your data has been successfully imported into the portal, you will see a success message confirming this.

Any errors or data which could not be added into your portal will be exported so you can amend the data to reimport.

SUPPORT

For any other advice or support regarding Parentapps Connect please contact our office via the methods below or use our free chat through the website.

Telephone: 0800 808 0093

Email: support@parentapps.co.uk

Website: www.parentapps.co.uk