

Bulk Edit Registrants

Rallybound allows administrators to edit registrants in bulk, by uploading a CSV file to the admin panel. To do so, follow the instructions below:

- Log in to your admin panel (at yourcampaign.com/admin)
- Click "People" and then "Registrants" in the left sidebar
- Click "Bulk Edit" at the top of the window
- Click "Download CSV Sample Template" in the pop up window
- After the Sample Template downloads, open it in your spreadsheet program, and add existing registrants (with their information to change) to the spreadsheet*. Important: When editing/adding to the template, enter the MemberIDs of only the registrants you want to edit in the first row. Enter any column data you want to edit.
- Once you've finished entering your data into the spreadsheet, save it as a CSV file
- Back in the admin panel > "Bulk Edit" pop up window, click "Browse", and attach the CSV file you just saved. Then click "Upload".

- Registrant Information
 - MemberID
 - First Name
 - Last Name
 - Company Name
 - Email
 - Address1
 - Address2
 - City
 - State
 - Zip
 - Country
 - Phone
- Admin Comment
- Registration Information
 - Registered On (date)
 - Registration Type (Options: Physical (=attending) or Virtual (=not attending))
 - Hide from team for non-fundraisers (Options: True or False)
- Tracking Code
- Custom fields on the contact form
- Any roles (Options: True or False) and fields that accompany them
- Under Fundraiser role:
 - Page Access (Options: Public, Delisted, or Inactive)
 - Custom URL
 - Campaign Name
 - Goal Amount
- Registrant Information
 - MemberID
 - First Name
 - Last Name
 - Company Name
 - Email
 - Address1
 - Address2
 - City
 - State
 - Zip
 - Country
 - Phone
- Admin Comment
- Registration Information
 - Registered On (date)
 - Registration Type (Options: Physical (=attending) or Virtual (=not attending))
- Fundraising Options
 - Goal Amount
 - Goal Name Override (campaign name)
 - Custom URL
 - Page Access (Options: Public, Delisted, or Inactive)
 - Hide from team for non-fundraisers (Options: True or False)
- Tracking Code
- Any custom registration fields (with their options) are displayed in the remaining columns

Please note: Fields that are left blank will not cause any updates; type DELETE in a field that you'd like to remove.