Upload teams in bulk

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

1. Log in to your admin panel (at yourcampaign.com/admin)
2. Click "People" and then "Teams" in the left sidebar
3. Click "Upload Teams" at the top of the window
4. Click "Download CSV Sample Template" in the pop up window
5. After the Sample Template downloads, open it in your spreadsheet program, and add new teams (with their information) to the spreadsheet*. Important: When editing/adding to the template, do not modify the first row.
6. Once you've finished entering your data into the spreadsheet, save it as a CSV file
7. Back in the admin panel > "Upload Teams" pop up window, click "Browse", and attach the CSV file you just saved. Then click "Upload".

* Below is the CSV template structure:

1. Team Name
2. Team Captain IDs (comma delimited - Member IDs of the fundraisers that should be team captains)
3. Team Member IDs (comma delimited - Member IDs of the fundraisers that should be on the team)
4. Team Description
5. Team Goal Amount
6. Team Page Custom URL
7. Page Access (Public Delisted or Inactive)
8. All Members to receive emails (true or false)
9. Maximum Attendees Override
10. Custom fields (if any)
11. Salesforce ID (ID of team if already created in SF, used to sync the record to an existing record in SF)