Bulk Register Users

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

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

- Registrant Information
    - First Name
    - Last Name
    - Email
    - Address1
    - Address2
    - City
    - State
    - Zip
    - Country
    - Phone
- RSVP (Options: Physical (=attending) or Virtual (=not attending))
- Registration Information
    - RSVP Under Existing MemberID (enter the existing registrant’s Member ID if the new registrant’s account will be managed by an existing registrant)
    - Password (use only if: (a) the registrant has Fundraising Tools turned on, and (b) will not be managed by an existing registrant)
    - Join - Join Rallybound account (only applicable if user has accounts on other/previous events)
- Team Options
    - Registration Type (Options: Solo, JoinTeam, CreateTeam)
    - Team ID to join (if the registrant is joining a team, enter team ID)
    - Team Name to create or to join if ID is unknown (if the registrant is creating a team, or if the registrant is joining a team but the ID is not known, enter team name)
    - New Team's Goal Amount (if the registrant is creating a team)
- Tracking Code
- Any roles (Options: True or False) and fields that accompany them
- Under Fundraiser role:
    - Page Access (Options: Public, Delisted, or Inactive)
    - Goal Amount
    - Campaign Name
    - Custom URL
- Donation Information (if applicable)
    - Donation Amount
    - Donation is Registration Fee (Options: True or False)
    - Fee / Donation is verified (Options: True or False)
    - Payment Type (Options: Check, Cash, OfflineCreditCard, Wire, InKind)
    - Transaction ID (use only for OfflineCreditCard and Wire payments)
    - Payment Date
    - Check Number (use for Check payments)
    - Use Different Address For Billing (Options: True or False)
    - Billing Address
        - Address 1
        - Address 2
        - City
        - State
        - Zip
        - Country
- Any custom registration fields (with their options) are displayed in the remaining columns

- Registrant Information
    - First Name
    - Last Name
    - Email
    - Address1
    - Address2
    - City
    - State

    - Zip
    - Country
    - Phone
- RSVP (Options: Physical (=attending) or Virtual (=not attending))
- Fundraising Options
    - Give Registrant Fundraising Tools and Page (Options: True or False) - **fill in as True for making them fundraisers. If adding Attendees, fill in as False**
    - Registrant's Goal Amount
    - Registrant's Page Custom URL
    - Registrant's Goal Name Override (registrant campaign's display name)
    - Hide Registrant's Page (Options: True or False)
- Registration Information
    - RSVP Under Existing MemberID (enter the existing registrant's Member ID if the new registrant's account will be managed by an existing registrant)
    - Password (use only if: (a) the registrant has Fundraising Tools turned on, and (b) will not be managed by an existing registrant)
    - Join - Join Rallybound account (only applicable if user has accounts on other/previous events)
- Team Options
    - Registration Type (Options: Solo, JoinTeam, CreateTeam)
    - Team ID to join (if the registrant is joining a team, enter team ID)
    - Team Name to create or to join if ID is unknown (if the registrant is creating a team, or if the registrant is joining a team but the ID is not known, enter team name)
    - New Team's Goal Amount (if the registrant is creating a team)
- Tracking Code
- Donation Information (if applicable)
    - Donation Amount
    - Donation is Registration Fee (Options: True or False)
    - Fee / Donation is verified (Options: True or False)
    - Payment Type (Options: Check, Cash, OfflineCreditCard, Wire, InKind)
    - Transaction ID (use only for OfflineCreditCard and Wire payments)
    - Payment Date
    - Check Number (use for Check payments)
    - Use Different Address For Billing (Options: True or False)
    - Billing Address
        - Address 1
        - Address 2
        - City
        - State
        - Zip
        - Country
- Any custom registration fields (with their options) are displayed in the remaining columns

If registering Fundraisers, the below columns are mandatory:

1. First Name
2. Last Name
3. Email
4. Registration Type (Options: Solo, JoinTeam, CreateTeam)
5. Give Registrant Fundraising Tools and Page (Options: True or False)
6. Password (use only if: (a) the registrant has Fundraising Tools turned on, and (b) will not be managed by an existing registrant)

If registering Managed Fundraisers, the below columns are mandatory:

1. First Name
2. Last Name
3. Registration Type (Options: Solo, JoinTeam, CreateTeam)
4. Give Registrant Fundraising Tools and Page (Options: True or False)
5. RSVP Under Existing MemberID (enter the existing registrant's Member ID if the new registrant's account will be managed by an existing registrant)

If adding Registration Fees, the below columns are mandatory (along with the ones listed out for Fundraisers/Managed Fundraisers):

1. Donation Amount - fill in the Registration Fee amount here
2. Donation is Registration Fee (Options: True or False) - If adding registration fee, fill in as True
3. Fee / Donation is verified (Options: True or False) - If adding fee that should be marked as verified, fill in as True
4. Payment Type (Options: Check, Cash, OfflineCreditCard, Wire, InKind) - Use only the keywords provided in the Options list
5. Use Different Address For Billing (Options: True or False) - If added an address for the fundraiser, then can use the same address or a different one for billing.