

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:

1. Log in to the Admin at admin.rallybound.com
2. Navigate to the campaign on which to edit your registrants
3. Click the "People" tab
4. Click "Registrants" in the left sidebar
5. Click "Bulk Edit" 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 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.
8. Once you've finished entering your data into the spreadsheet, save it as a CSV file
9. Back in the Admin > "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
- Team Options
 - Hide from team for non-fundraisers (Options: True or False)
 - Team Options (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
- 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)
 - Goal Amount
 - Campaign Name
 - Custom URL
- 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)
- Team Options
 - Hide from team for non-fundraisers (Options: True or False)
 - Team Options (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 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.