

In order to minimize the effort exerted by our clients with over 20 people to add at a time, we have made a batch import form available for you to fill out that will allow us to add all of those users at once. *It can take 1 to 2 business days for this form to be uploaded within our system so please plan accordingly.* Each import form must be filled out to the specifications of each column heading with a minimum of 20 users on each import form. This form must be returned within the CSV (Comma Separated Values) format, and emailed to support@ministrysafe.com.

Every column **except** for columns A, B, C, D, and E need to be in **all lowercase letters** (these columns are exceptions because they are user identifiers).

Please note these instructions below before starting on your import form:

COLUMNS A, B, D, F, and J are **mandatory** columns- If these columns are not filled out, your import form **will** be returned to you for edits.

COLUMN A - Email Address

COLUMN B - First Name

COLUMN D - Last Name

COLUMN F - Role Status (“trainee”-Basic user with training link access, “supervisor”-Some control panel access, “ssa”-Full control panel access). Note that **if you change the role status of a user to “supervisor” or “ssa”, COLUMN G** (once an optional field) **becomes a mandatory field**. By being given the role status of supervisor or higher, our system requires a user to have a “Username” to login to the control panel. See more [About Roles](#).

COLUMN J - User Type (“employee” or “volunteer”)

COLUMN R - SEND AWARENESS TRAININGS (OPTIONAL). *If you would like to send trainings to your users, you must specify what training you want to send by typing in the corresponding short codes below.*

Select from available trainings: standard, camp, youth, spanish, and closed_captioned.

If you **do not** specify a training to be sent to your users before the import form is uploaded, **no trainings** will be sent to your users when the import form is uploaded into your control panel.

If you send the import form in without specifying a training to be sent to your users, these users will need to be sent trainings from within your control panel under **Trainings> Send Training**.

COLUMN N- PERFORM BACKGROUND CHECK (OPTIONAL)

Select the level of QuickApp you’d like to send. **Columns S, T, and U** become required if you **complete column N**. **Column V** required only in states listed.

COLUMN M- TAGS (OPTIONAL). If you would like to sort your users into “TAGS”, or labeled categories, **the corresponding “TAGS” need to be created within your control panel before uploading the import form**. Click here to learn more [About Tags](#).

There are many more optional fields within the import form such as sending a Background Check (which requires an active background check account), entering notes into a user profile, or even uploading a photo URL for a user.

COLUMN U- RECORD EXTERNAL BACKGROUND CHECK RENEWAL DATES (OPTIONAL)

Enter the **renewal date** for the background check. Please ensure your Organization Settings reflect the correct renewal period.

If you wish to insert previously performed training dates, please contact support for a different import template.

All Import Forms Must be Sent to the Email Address of Support@ministrysafe.com.