

CSV Upload Helpsheet

What is a CSV anyways?

A comma-separated values (CSV) file sounds complicated but it's actually much simpler than your typical Excel spreadsheet. It's a database file that many programs use when you are pulling data. Unlike your usual Excel file, CSV files do not contain special formatting or formulas. In fact, it's about as basic as you can get in a table file. That's why databases (like Tandempark's volunteer import tool) like CSV files so much.

What's the point?

Of course importing your volunteer roster with a CSV is completely optional, it can make short work of importing big lists with lots of details. Individually adding volunteers can be convenient when you just have a few new names, but when your list gets a bit longer or you have more information on your volunteer files, a CSV can make your job a lot easier.

So how do I make one?

Creating a CSV file for your Tandempark volunteer import is really easy. All you need to do is change a setting when you save your file. Whether you're using Microsoft Excel, Google Sheets, or Numbers on a Mac OS, you can create a CSV file by going to "File", "Save As". In the window that appears, change the File Type setting to CSV and click "Save". That's it. You made your CSV file!

CSV Fields

Required Information

A	FirstName (Required)	Volunteer's first name	Example: Alfred
B	LastName (Required)	Volunteer's last name	Example: Pennyworth
C	Email Address	Volunteer's email address	alfted@batcave.com

Optional Information

Basic Information

D	CellPhone	10-digit cell phone number	Example: 321-654-0987
E	AlternatePhone	10-digit alternate phone number	Example: 123-456-7890
F	AlternatePhoneDescription	Add a label for the phone type	Example: Batcave
G	DateOfBirth	Volunteer's date of birth	Example: 01/31/1940
H	Gender	Volunteer's self-assigned gender	Example: Male
I	Rating	Your informal volunteer rating (out of 5)	Example: 4
J	Tags	Any categorical groupings you wish to assign to the volunteer. Separate each tag with a comma (.). Tags can contain letters, numbers, or any of the following special characters: _ - {space} / \ . @ * () [] { } 	Example: First Aid, Group Leader-Activities, Board Member, Set-up/Tear-down

An Important Note Regarding Addresses.

If you upload a CSV that has information in any column within a Primary or Alternate address field, it will replace the entire address you have on file for that volunteer.

For example, if you have Alfred's address on file as 1007 Mountain Drive, Gotham, ON, L4N 9P6 and you upload a file that has his email address in the EmailAddress column and 21b Baker St as PrimaryAddress1, it will erase the entire address and replace it with 21b Baker St.

Original		Upload		Result
alfred@batcave.com	>	alfred@batcave.com	>	alfred@batcave.com
1007 Mountain Drive	>	21b Baker St	>	21b Baker St
Gotham	>		>	
ON	>		>	
Canada	>		>	
L4M 9P6	>		>	

Primary Address

K	PrimaryAddress1	Main Street Address	1007 Mountain Rd
L	PrimaryAddress2	Second line if required	East Wing
M	PrimaryCity	City	Gotham
N	PrimaryProvinceState	Province (two-letters)	ON
O	PrimaryCountry	Country	Canada
P	PrimaryPostalZip	Postal Code or Zip Code	L4M 9P6

Alternate Address

Q	AlternateAddress1	Main Street Address	1007 Mountain Rd
R	AlternateAddress2	Second line if required	East Wing
S	AlternateCity	City	Gotham
T	AlternateProvinceState	Province (two-letters)	ON
U	AlternateCountry	Country	Canada
V	AlternatePostalZip	Postal Code or Zip Code	L4M 9P6

Medical Information

W	MedicalAllergies	Known allergies, listed with commas	Shellfish, Pollen
X	MedicalConditions	Known conditions, listed with commas	Wears hearing aid
Y	MedicalOther	Other medical notes you want to keep on file	Physiotherapist advises he doesn't lift heavy objects.

Emergency Contact Information

Z	EmergencyContactName	Person to contact in case of emergency	Bruce Wayne
AA	EmergencyContactPhone	Number to call	222-111-1122
AB	EmergencyContactEmail	Email address	bruce@wayne.com
AC	EmergencyContactRelationship	Relationship to volunteer	Housemate
AD	EmergencyContactAlternate Name	Person to contact in case of emergency	Commissioner Gordon
AE	EmergencyContactAlternate Phone	Number to call	999-101-9101
AF	EmergencyContactAlternate Email	Email address	Gordon@gcpd.com
AG	EmergencyContactAlternate Relationship	Relationship to volunteer	Friend