We recognize that moving your existing Users to a new platform requires effort! To simplify the process, we have created an 'Import Users' option for members desiring to import 40 or more Users.

To start this process, you must fill out the Batch Import form and email it to us once completed. *Please note: This form may take 1 to 2 business days to upload 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 40 Users, then returned in the CSV (Comma Separated Values) format.
 Email the completed import form to Support@MinistrySafe.com or Support@AbusePreventionSystems.com.

 Please review the instructions below before beginning your import form.
COLUMNS A, B, D, **F,** and **I** are **mandatory** columns- If these columns are not filled out, your import form will be returned to you for completion.
Every column **except** columns A, B, C, D, and E must be entered in **all lowercase letters.**

COLUMN A - Email Address

COLUMN B - First Name

COLUMN D - Last Name

COLUMN F - Role Status
(Examples: *trainee* - User with Training link access, *supervisor* - Some Control Panel access, *ssa* - Full Control Panel access. *Remember; these roles must be entered in lowercase letters*). Please note that if you change the Role Status of a User to *supervisor* or *ssa*, COLUMN G becomes a mandatory field. A Supervisor or higher role status requires the User to have a *Username* to log in to the Control Panel.

COLUMN I - User Type (*employee* or *volunteer*)

COLUMN AB - SEND AWARENESS TRAINING (OPTIONAL)
If you would like to send Trainings to your Users during the Import Users process, you must specify which Training you want to send by typing in the corresponding shortcodes below.
Select from available Trainings: standard, camp, youth (youth sports),
spanish, closed_captioned, daycare, education, youth_ministry, or california.

COLUMN AC - SEND OTHER TRAINING (OPTIONAL)

Select from available Trainings:

msi, sst, sstcamp, parent_training, peer_to_peer_training, harassment, harassment_staff or pva_awareness.

If you **do not** specify a Training to be sent to Users before the import form is uploaded, **no Trainings** will be sent to your Users when the import process is complete. If you send the import form without specifying Training(s) to be sent to your Users, these Users must be assigned Training(s) from within your Control Panel, under **Trainings > Send Training.**

COLUMN Q- TAGS (OPTIONAL)

If you would like to sort your Users into TAGS or labeled categories, **the corresponding TAGS must be created within your Control Panel** *before* **uploading the import form**.

There are many 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 uploading a photo URL for a User.

COLUMN R- PERFORM BACKGROUND CHECK (OPTIONAL)

Select the level of QuickApp you'd like to send. Columns S, U, V and W are required if you complete column R.

COLUMN AD- 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.

COLUMN AE, AF, AG- RECORD PREVIOUSLY COMPLETED AWARENESS TRAINING DATES (OPTIONAL)

Enter the Training score, completion date and renewal date.

All Import Forms Must be Sent to Support@MinistrySafe.com *OR* Support@AbusePreventionSystems.com.