

Creating a Participant List & Importing Data

1. Click on Participants
2. Click on Participant List Wizard
3. Name the list if needed
4. Click Next
5. Choose a template
6. Click Next
7. Verify that the fields listed top to bottom in the right pane correspond with the fields in the document listed left to right.
 - If the fields listed do not exactly match the fields in the file that you wish to import, fields can be added, removed or their position changed in the participant list.

** Note: The Device ID field must be present in the participant list if the keypads being used are fixed id and you wish to do tracking by participant.

8. Click Next
9. Add groups if needed

** Note: Groups that are checked will be included in team competition. Groups that are left unchecked will be treated as demographic groups.

10. Click Next
11. Click Finish
12. Click Tools
13. Select Import
14. Select Excel Worksheet / Delimited File
15. Navigate to the .xls file that you wish to import
16. Click Open
17. Set the value of starting row and starting column equal to the coordinates of the first meaningful data in the spreadsheet
18. Click Import