

Upload Items Spreadsheet

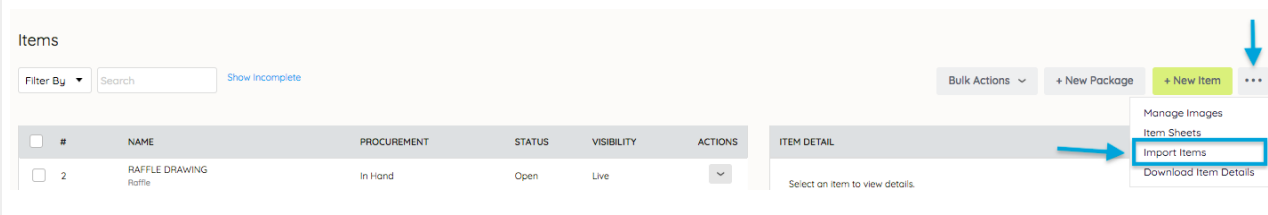
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Bulk upload items on to your campaign using GiveSmart's item type specific templates.

Watch a Video

Access Templates

1. From the Items Container within the Dashboard, click the More button ("...").
2. Select Manage Items.
3. Click the More button.
4. Select Import Items from the dropdown.



The screenshot shows the 'Items' management interface. At the top, there are filters and a search bar. Below that is a table with columns: #, NAME, PROCUREMENT, STATUS, VISIBILITY, ACTIONS, and ITEM DETAIL. A row is visible with the name 'RAFFLE DRAWING Raffle'. To the right of the table, there are buttons for 'Bulk Actions', '+ New Package', '+ New Item', and a three-dot menu. A blue arrow points to the three-dot menu, which is open, showing options: 'Manage Images', 'Item Sheets', 'Import Items' (highlighted with a red box), and 'Download Item Details'. Another blue arrow points to the 'Import Items' option.

Choose a Template

- Silent, Live, Donate, and Instant Buy Items require separate templates.
- Click the template to download.

Select the template(s) for each type of item you'll be offering at your event. Once downloaded, fill in your item information.



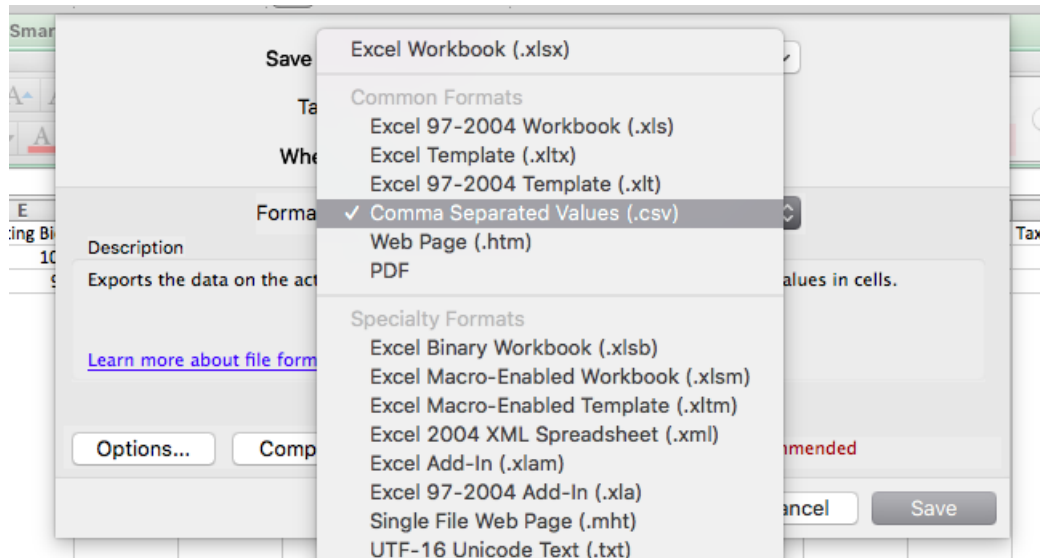
Four green buttons are displayed in a row, each representing a different item type template: 'Silent Items Template', 'Live Items Template', 'Donation Items Template', and 'Instant Buy Items Template'.

Tip: Create Raffle and Vote items from +New Item.

Complete Template

1. Fill in the required fields.
2. Optional fields are specified in the description.
3. Formatting in the Description Field does not import.
4. Templates are formatted for specific item types. Changing or adding formatting results in errors during the upload.
5. Character counters are available in the far-right columns to ensure content is within the character limits specified per field prior to uploading.
6. Complete the template.

7. Save as a Windows Comma Separated file (CSV).



Upload Template

- From the Items Container within the Dashboard, click the More button ("...").
- Select Manage Items.
- Click the More button.
- Select Import Items.
- Under step 3, select choose File.
- Locate the CSV file.
- Click Begin Import.
- A progress bar appears during the upload progress.
- If there are any issues with the upload, a pop up will appear with the errors and allow edits.
- All items will appear once complete.

3. Import the CSV file

IMPORTANT:
Remember to use the Windows Comma Separated (.csv) format

No file chosen

NOTE: Items containing a restricted word will not be uploaded to the site. See [Security Reminders](#) for more information on restricted words.