Import Donors from FR50

Importing donors from the FR50 Software to a campaign is quick and easy. Export donor list from FR50 and make a few minor adjustments to the report to ensure that the donor list is uploaded successfully.

> **Note:** Reach out to Support with additional questions.

Example of an exported donor list from FR50

	A	B	C	D	E	F	G	H	I	J	K	L
1	id number	constituent f	constituent l	address1	address2	address3	address4	city	state	zip code	email	phone1
2	123	John	Anderson	123 Anderson Lane				Andersonville	IL	12345	smith@smit	5555555554
3	124	Todd	Black	456 Black Dr				Queens	NJ	54321	todd@todd.c	5555555552
4	125	Josh	Crown	987 Royalty Circle				Statesville	SC	98765	josh@josh.cc	5555555556
5	126	Sarah	Donovan	45 Donovan Dr				Quinly	SC	87654	sarah@sarał	5555555557
6	127	Bill	Elliott	543 Elliott St				Jupitor	SC	76543	bill@bill.com	5555555558
7	128	Stephanie	Forester	333 Forest Lane				Paris	WV	12356	steph@steph	5555555559

By moving and re-naming a few of these columns and pasting them onto the Guest List Template, admins will be able to import this list of donors directly to your campaign.

Import FR50 donors to GiveSmart

1. Open exported FR50 donor report.
2. Delete the following columns
   - The 3 additional address columns
     - address2
     - address3
     - address4
     -

	A	B	C	D	E	F	G	H	I
1	id number	constituent f	constituent l	address1	city	state	zip code	email	phone1
2	123	John	Anderson	123 Anderso	Andersonville	IL	12345	smith@smit	5555555554
3	124	Todd	Black	456 Black Dr	Queens	NJ	54321	todd@todd.c	5555555552
4	125	Josh	Crown	987 Royalty (	Statesville	SC	98765	josh@josh.cc	5555555556
5	126	Sarah	Donovan	45 Donovan I	Quinly	SC	87654	sarah@sarał	5555555557
6	127	Bill	Elliott	543 Elliott St	Jupitor	SC	76543	bill@bill.com	5555555558
7	128	Stephanie	Forester	333 Forest La	Paris	WV	12356	steph@steph	5555555559

3. Insert 5 blank columns after the Constituent Last Name column.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	id number	constituent f	constituent last name						address1	city	state	zip code	email	phone1
2	123	John	Anderson						123 Anderso	Andersonville	IL	12345	smith@smit	5555555554
3	124	Todd	Black						456 Black Dr	Queens	NJ	54321	todd@todd.c	5555555552
4	125	Josh	Crown						987 Royalty (	Statesville	SC	98765	josh@josh.cc	5555555556
5	126	Sarah	Donovan						45 Donovan I	Quinly	SC	87654	sarah@sarał	5555555557
6	127	Bill	Elliott						543 Elliott St	Jupitor	SC	76543	bill@bill.com	5555555558
7	128	Stephanie	Forester						333 Forest La	Paris	WV	12356	steph@steph	5555555559

4. Cut and Paste the phone1 column into column D

5. Cut and paste the id number column into column F.
6. Cut and paste the email column into column H.
7. Delete the blank column A Your report should now look like this:

	A	B	C	D	E	F	G	H	I	J	K
1	constituent f	constituent l	phone1		id number		email	address1	city	state	zip code
2	John	Anderson	5555555554		123		smith@smit	123 Anderso	Andersonvill	IL	12345
3	Todd	Black	5555555552		124		todd@todd.c	456 Black Dr	Queens	NJ	54321
4	Josh	Crown	5555555556		125		josh@josh.cc	987 Royalty	Statesville	SC	98765
5	Sarah	Donovan	5555555557		126		sarah@saral	45 Donovan I	Quinly	SC	87654
6	Bill	Elliott	5555555558		127		bill@bill.com	543 Elliott St	Jupitor	SC	76543
7	Stephanie	Forester	5555555559		128		steph@steph	333 Forest L	Paris	WV	12356

8. Rename the column headings, which must appear exactly as shown below for the donors to be successfully imported.
   - Column A: First Name
   - Column B: Last Name
   - Column C: Phone
   - Column D: Bidder #
   - Column E: Field1
   - Column F: Field2
   - Column G: Email
   - Column H: Street
   - Column I: City
   - Column J: State
   - Column K: Zip

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Phone	Bidder #	Field1	Field2	Email	Street	City	State	Zip
2	John	Anderson	5555555554		123		smith@smit	123 Anderso	Andersonvill	IL	12345
3	Todd	Black	5555555552		124		todd@todd.c	456 Black Dr	Queens	NJ	54321
4	Josh	Crown	5555555556		125		josh@josh.cc	987 Royalty	Statesville	SC	98765
5	Sarah	Donovan	5555555557		126		sarah@saral	45 Donovan I	Quinly	SC	87654
6	Bill	Elliott	5555555558		127		bill@bill.com	543 Elliott St	Jupitor	SC	76543
7	Stephanie	Forester	5555555559		128		steph@steph	333 Forest L	Paris	WV	12356

9. Save report as an MS-Windows (CSV) file.
10. Go to the campaign site.
11. From the **Admin Navigation**, select **Users** > **Details**.
12. Click the More button ("…").
13. Select Import Users from the dropdown.
    -
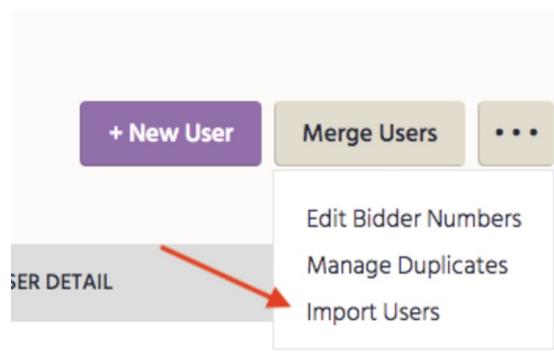
14. Select the file to import, then click Begin Import.
15. Select Other in the Field 1 dropdown, type in FR50ID.
16. Check Hide from Users box.
    -

USER IMPORT: Custom Fields

It looks like your list includes custom fields for your users. Please select a title for each field.

Field 1 ❓

Other... ▼

Please enter the name of your custom field

FR50ID

☑ Hide From Users

Cancel Import **Continue**

17. Select Continue
18. A pop-up will appear showing that users have been uploaded successfully.
19. The imported donors will now appear on the View Admin > Users > Details page.

	NAME	FR50D
☐	Anderson, John 555-555-5554	123
☐	Black, Todd 555-555-5552	124
☐	Crown, Josh 555-555-5556	125
☐	Donovan, Sarah 555-555-5557	126
☐	Elliott, Bill 555-555-5558	127
☐	Forester, Stephanie 555-555-5559	128