Uploading Your Contacts

The first thing you will need to do is export your contacts from your existing mail program. The method of doing this will vary depending on what program you use as well as which version of that program you have installed. Please note – exporting will also work for online email address books that do not have an online synch options (Ex: hotmail).
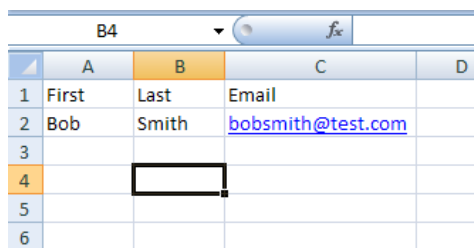
Check under the **File** or the **Address Book** options for an Export choice and follow the prompts provided. When you are given the choice of what file format to export the file in, choose the **CSV** option. This will export the file in a format that Convio can upload into your online participant center. If you are having problems, please contact Michelle Everett at meverett@diabetes.org or 703-543-1500x1438.

Once you've completed that, use the following steps to prepare your file.

Step 1: Open up your CSV file (it should automatically open in Excel).

Step 2: Delete all columns except:
First Name
Last Name
Email Address

Step 3: Alter the first (or header) row of these columns to be
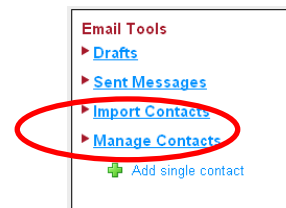First
Last
Email

Step 4: Save your modified file.

Importing
Now that you've removed the unneeded columns and changed the CSV file's headers you are ready to import.

Step 1: Click on the "Add Contacts to Address Book" link.

Step 2: Click "Import Contact"

Step 3:
Choose File-based Import then click **Choose File** to select your altered CSV file. Click **Next** to upload the contacts.