# How To: Bulk Import Staff

1. Login to the NDS website.
2. Click the ‘Account & Membership’ link at the very top of the page.
3. On the new page, under the Account & Membership menu, there will be a section called ‘My Membership.’ In this section, click the link reading ‘Our Staff.’
4. One the new page, click ‘Bulk Import Staff’ near the top of the page. This will take you to a page entitled ‘Bulk import staff.’

## Option A: Importing Contacts from .csv, .txt, .xls or.xlsx files

1. On the ‘Bulk import staff’ page, download one of our sample templates.
2. Complete and save the template.
3. Back on the ‘Bulk import staff’ page, select the option ‘Excel, CSV, or tab delimited text file.’
4. Click ‘next.’
5. Click ‘Add file’ and upload your completed Excel or CSV file.
6. Click ‘next.’

## Option B: Copy and Paste from file

1. On the ‘Bulk import staff’ page, there will be a heading titled ‘Select upload method.’ Select ‘Copy/paste from file’ from this section.
2. Click ‘next.’
3. On the new page, fill out the text box with staff information. (Reference our template guide below in this document.)
4. Click ‘next.’

## Template Guide:

* Each staff contact should be listed on a new line with the following mandatory fields: Business Email, Title, Last Name, First Name.
* You can also include other details such as personal emails and phone numbers.
* Title field options: Mr, Mrs, Miss, Dr, Prof, Assoc Prof, Sir, Sister, Father, Bishop, Reverend, Hon.
* **Example 1:** joeblogs@nds.org.au, joeblogs@gmail.com, Mr, Blogs, Joes, Marketing Manager, 02 0000 0000, 0408 000 000.
* **Example 2:** [joeblogs@nds.org.au](mailto:joeblogs@nds.org.au), Mr, Blogs, Joe, Marketing Manager.