

## How do I import my contacts from a .csv file to my Participant Centre?

1. **Login** into your Participant Centre.



2. Click on the **Parkinson SuperWalk location** link. This will take you to your Participant Centre.

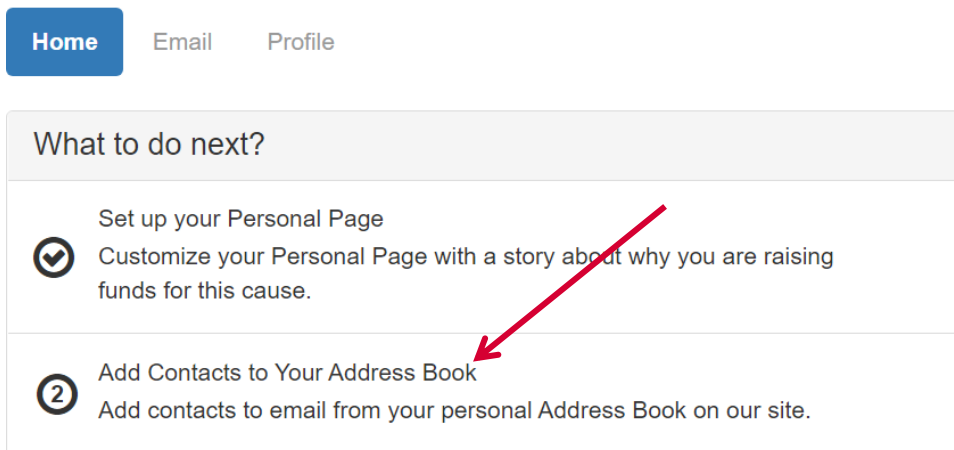
## Access Your Participant Centre

You are currently registered for the following event(s):

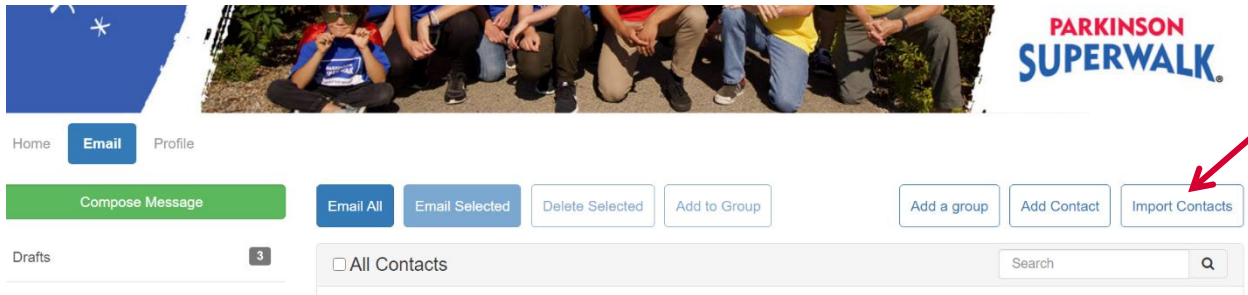
[Parkinson SuperWalk 2021 - Virtual Walk](#) ← Any date that works for you.

[Edit Profile](#) | [Change Password](#) | [Logout](#)

3. Click on **Add Contacts to Your Address Book** in the What to do next section.



4. Click on the **Import Contacts** button on the left-hand side of the screen.



5. A pop-up screen will appear, select the **Import my Address Book Contacts from a generic .csv file** option, then click **next**.

## Import Contacts

Importing contacts from other email services into your Participant Center Address Book makes it easy to solicit donations, monitor who responded, and follow up with personal thank you notes.

- Import contacts from Gmail
- Import contacts from Yahoo! Mail
- Import my Address Book contacts from a generic .csv file

Cancel

Next

6. Click on **Choose File**.

## Import Contacts

Choose a .csv file to upload. Valid columns are "First", "Last", and "Email".

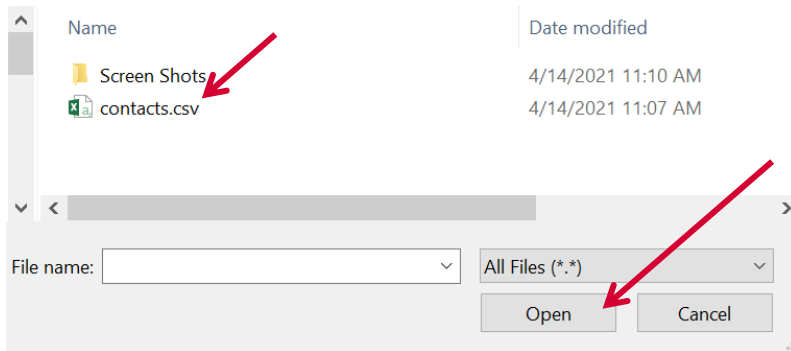
Select upload file

Choose File No file chosen

Cancel

Next

7. Select the contact file that you want to import. Click **Open**.



8. You may import all or select only the contacts you would like to add, then click **Next**.

If you are importing only some contacts, click on the box beside the name of the contacts you will be importing.

## Import Contacts

Your contacts were successfully retrieved. Import all or some of the retrieved contacts into your Participant Center Address Book.

Select [all](#) or [none](#)

<input type="checkbox"/>	Allan Gibson <Allan_gibson@gmail.com>
<input type="checkbox"/>	Chris Adams <Chris_Adams@gmail.com>
<input type="checkbox"/>	Jane Smith <Jane_Smith@gmail.com>
<input type="checkbox"/>	Jen Hudson <Jen_hudson@gmail.com>
<input type="checkbox"/>	Sara Parker <Sara_Parker@gmail.com>

9. When you are done, click **Log Out** at the top right of the page. For security, it is **very important to log out when you exit your Participant Page.**

