



Introduce
yourself in the
chat! Which
institution are
you representing?

Manual Data Uploads

Learn best practices and how to customize Involve your student portal.

Target Audience: Account and Program Admin

Kelsey Seale

Wednesday, July 1, 2026



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Learn best practices and how to customize Involve your student portal.

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Post-Webinar Survey

- 2 minutes!
- We love knowing what you like or would like improved!
- Really helps me (Kelsey) out when presenting to my bosses 😊
- I'll provide a link at the end or you will get an email tomorrow!!!

* 3. Overall, were you satisfied with your training?

- ☐ Yes
☐ No

* 4. On the following scale, how **helpful** and **informative** was the training webinar?

1 - Not Helpful	2	3 - Neutral	4	5 - Helpful
☐	☐	☐	☐	☐

Additional comments to reflect your score.

5. Additional feedback? We value your feedback and use it to improve the quality of our training webinars over time.

6. Don't see a session that sparks your interest? Leave us a comment with a topic that we can build a session around in the future!

Agenda

1. Welcome
 2. About the data file
 3. Uploading your data file
 4. Troubleshooting errors
 5. Q&A
 6. Close
- 

Data File Background Info

What is a data file?

- Used to update contacts or add new contacts
- Always a .csv file
- Contains contact information used in Message
- Can be manually updated by program and account admin

A	B	C	D	E	
customer_id	major	donation_amo	staff_name	prior_donor	sign
10000	Communicatio	\$500.00	Joe	FALSE	225
10001	Anthroplogy	\$25.00	Joe	YES	225
10002	International R	\$80.00	Joe	NO	225
10003	History		Joe	TRUE	225
10004	International R	90	Kris		225
10005	Anthroplogy	N/A	Joe		225
10006	Communicatio	N/A	Joe	TRUE	225
10007	International R	N/A	Kris	TRUE	225
10008	History	100	Laney		225
10009	Business	N/A	Joe	FALSE	225

Where is my data file?

- Do you have a master file?
 - Communicate with other users in your institution
 - Who is supposed to update / add?
- Export your data to create an data file

→ Program tab

→ Export contacts

*there are fields in the export file that will fail your import, delete them!

The screenshot shows the 'Export Contacts' page in the Modern Campus interface. At the top, there is a navigation bar with links: 'Message Calendar', 'Settings', 'Add Single Contact', 'Export Contacts' (which is highlighted with a purple underline), 'Manage Fields', and 'Import Contacts'. Below this, there are two sub-links: 'Autoreponder' and 'Phone Numbers'. The main heading is 'Export Contacts from Alumni Relations'. Underneath, it says 'Export Contact Data' followed by a paragraph: 'What contact data would you like us to export? Exports will be formatted as CSV file and emailed to your account email address.' There are two radio button options: 'All Contacts' (which is selected) and 'Only Unreachable Contacts'. Each option has a descriptive sentence below it. At the bottom, there is a teal button labeled 'Begin Export'.

Message Calendar Settings Add Single Contact **Export Contacts** Manage Fields Import Contacts

Autoreponder Phone Numbers

Export Contacts from Alumni Relations

Export Contact Data

What contact data would you like us to export? Exports will be formatted as CSV file and emailed to your account email address.

☒ All Contacts
The export will contain all profile data for each contact that you have access to view in this program.

☐ Only Unreachable Contacts
The export will contain all profile data for any contact that does not have an SMS-enabled phone number.

Begin Export

Avoid an Error when re-uploading!

- Delete the extra columns
- Edit your data
- Reupload the file!

	sys_send_1	sys_carrier	sys_phone_type
000000	FALSE	UNKNOWN	UNKNOWN
000000	FALSE	UNKNOWN	UNKNOWN
000000	TRUE	UNKNOWN	UNKNOWN
000000	TRUE	UNKNOWN	UNKNOWN

When you export your data,
message will add a few
extra columns at the end.
Get rid of them!

In Platform Demo

- Export Contacts
- Retrieve File
- Delete extra columns
- Reupload

Create Your Error Free Data File

Data File Rules

1. .CSV file
2. Column headers must be **all lower case, no spaces**
3. Column headers must **match your field name 100%**

Check this under → **Program Tab; → Custom Fields**

Note: Custom fields cannot be edited once they're created

4. Type of data must **match the field type** exactly

There's a cheat sheet at the bottom of → **Program Tab; → Custom Fields**

5. You always need **customer_id** or **signalvine_id** when updating

.CSV file

Save As:

Tags:

Where:

 Desktop





Online Locations

File Format:



Options...

Cancel

Save

Column headers must be **all lower case, no spaces**

	B	C	D	E
	customer_id	major	Email	donation_am
4 r	10000	Communications		\$50
4 r	10001	Anthropology		\$2

Column headers must **match your field name 100%**



D	E	F
ail	dollar_amount	staff_na
s	\$500.00	Joe
	\$25.00	Joe
ations	\$80.00	Joe
		Joe
ations	N/A	Kris



≡	email	String
≡	donation_amount	String
≡	staff_name	String
≡	phone_valid	Boolean

Check this under → **Program Tab**; → **Custom Fields**
Note: Custom fields cannot be edited once they're created

Type of data must **match the field type** exactly



☰ prior_donor Maybe (Boolean)



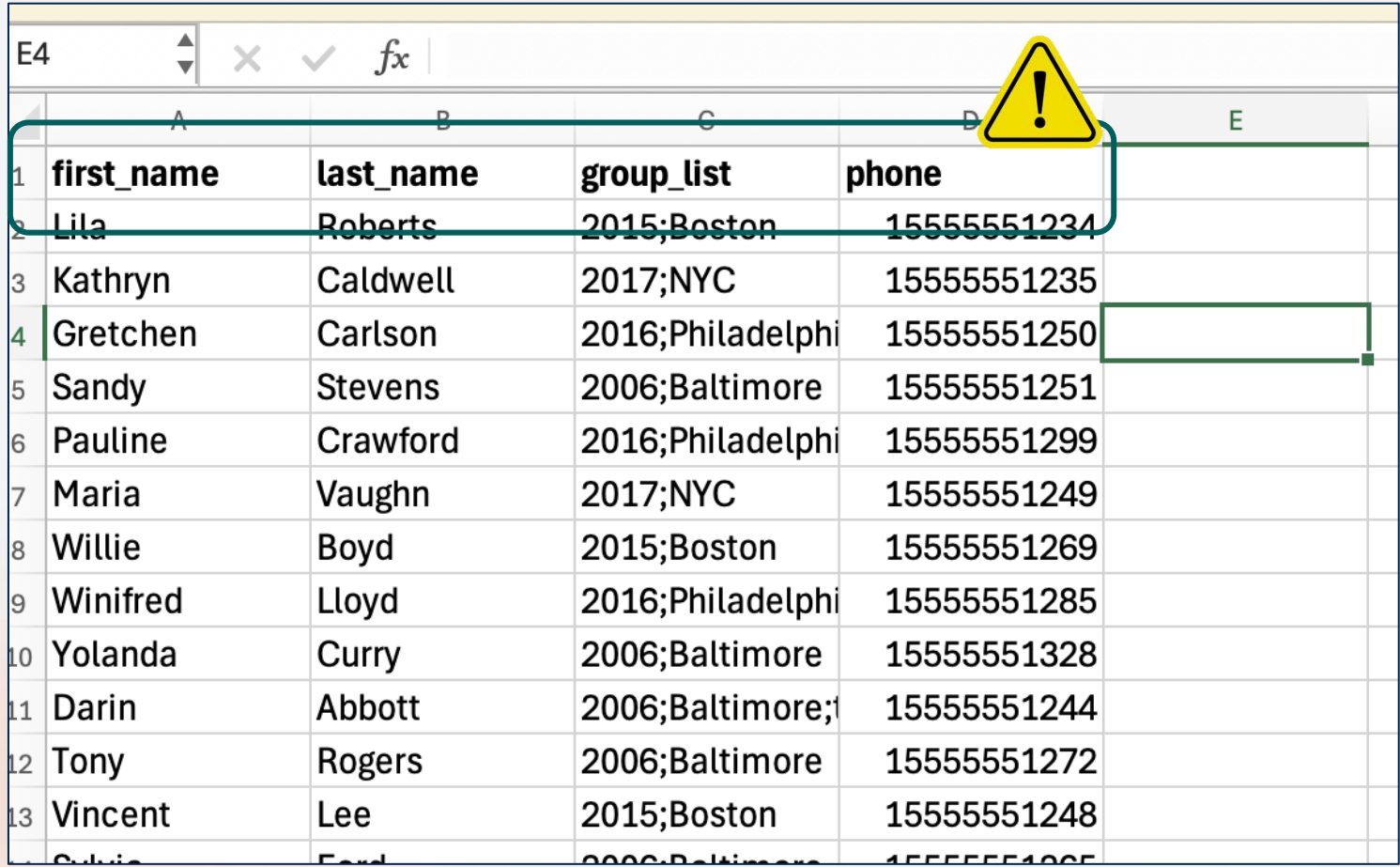
Boolean Displayed as a checkbox with 2 possible values called "true" and "false" true/false

	G	H
name	prior_donor	signalv
	FALSE	300
	YES	225301
	NO	225306
	TRUE	225307
		225318

There's a cheat sheet at the bottom
of → Program Tab; → Custom
Fields



You always need **customer_id** or **signalvine_id** when updating



	A	B	C	D	E
1	first_name	last_name	group_list	phone	
2	Lila	Roberts	2015;Boston	15555551234	
3	Kathryn	Caldwell	2017;NYC	15555551235	
4	Gretchen	Carlson	2016;Philadelphi	15555551250	
5	Sandy	Stevens	2006;Baltimore	15555551251	
6	Pauline	Crawford	2016;Philadelphi	15555551299	
7	Maria	Vaughn	2017;NYC	15555551249	
8	Willie	Boyd	2015;Boston	15555551269	
9	Winifred	Lloyd	2016;Philadelphi	15555551285	
10	Yolanda	Curry	2006;Baltimore	15555551328	
11	Darin	Abbott	2006;Baltimore;	15555551244	
12	Tony	Rogers	2006;Baltimore	15555551272	
13	Vincent	Lee	2015;Boston	15555551248	
14	Patricia	Ford	2006;Baltimore	15555551265	

Create Your File

- **Import New Contacts: Required Fields**

- **customer_id** – HIGHLY RECOMMENDED
- first_name
- last_name
- group_list
- phone_number

	A	B	C	D	E
1	customer_id	first_name	last_name	group_list	phone_number
2					
3					
4					
5					

- **Update existing contacts**

- customer_id or signalvine_id
- The field you want to update!

	A	B
1	customer_id	donation_amount
2		
3		

Data File Upload Options

Import Contacts Page

Select your
data file

Options 1: Import
new contacts
Option 2: Update
existing contacts

Import Contacts to Alumni Relations

What file do you want to import?

Please select a CSV file to import (12.5MB max)

Importing from **Contact Update Spreadsheet.csv**

Replace file

How do you want to handle the contacts in your file?

You can ignore new contacts or existing contacts by unchecking the options below. At least one option must be checked.

- ☒ Import new contact
- ☐ Update existing contacts

How do you want to handle errors?

How would you like to us to proceed if we encounter an error with a contact record?

- ☐ Skip the contact and continue the import
- ☒ Only import the file if it contains no errors

Cancel

Start Import

Import Contacts Page

Recommended:
Will update all
fields possible and
provide a report
on contacts / fields
with errors.

Will NOT update
unless there are
zero errors.

Import Contacts to Alumni Relations

What file do you want to import?

Please select a CSV file to import (12.5MB max)

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- ☐ Skip the contact and continue the import
- ☒ Only import the file if it contains no errors

Cancel

Start Import

You can ignore new contacts or existing contacts by unchecking the options below. At least one

- ☒ Import new contact
- ☐ Update existing contacts

How do you want to handle errors?

How would you like to us to proceed if we encounter an error with a contact record?

- ☐ Skip the contact and continue the import
- ☒ Only import the file if it contains no errors

Demo data file upload in app

Implementation HE
MU Student Success

Pop Quiz!

1. Which format must your data file be in? (Single choice)

- ☐ .XLS
- ☒ .CSV
- ☐ .DOCX

2. What is the problem with this data file? (Single choice)

	A	B	C
1	first_name	last_name	Group_List
2	Lila	Roberts	ARCHIVE
3	Kathryn	Caldwell	ARCHIVE
4	Gretchen	Carlson	ARCHIVE
5	Sandy	Stevens	ARCHIVE

- ☒ Column headers must be all lower case
- ☐ Column headers cannot have underscores ____

3. What is the problem with this data file? (Single choice)

	F	
	prior_donor	major
	YES	Comr
	YES	Anthr
	FALSE	Intern
	FALSE	Histo

prior_donor

Maybe (Boolean)

- ☒ Data doesn't match the filed type (Boolean must be TRUE/FALSE)

4. I tried to update my contact's group_list. Why did my data file have

	A	B	C
1	first_name	last_name	group_list
2	Lila	Roberts	ARCHIVE
3	Kathryn	Caldwell	ARCHIVE
4	Gretchen	Carlson	ARCHIVE
5	Sandy	Stevens	ARCHIVE

- ☐ The column headers are all lowercase
- ☐ group_list must have a number
- ☒ A data file update must ALWAYS have either customer_id or signalvine_id

Why aren't my contacts updating?

Import Contacts to Admissions 2025

Import Contacts

1 - 25  of 3

START TIME	STATUS	RESULTS	ERROR FILE	IMPORTED BY
2/5/25 15:53	Success	0 added, 0 ignored, 108 updat	None	kseale+1@moderncampus....
2/5/25 15:52	Fail	View 1 errors		kseale+1@moderncampus....
2/5/25 15:52	Fail	View 1 errors		kseale+1@moderncampus....

	A	B	C	
1	customer_id	first_name	last_name	sp24
2	10000	Lila	Roberts	
3	10001	Kathryn	Caldwell	
4		Gretchen	Carlson	
5	10003	Sandy	Stevens	
6	10004	Pauline	Crawford	
7	10005	Maria	Vaughn	
8	10006	William	David	

Contact is missing “customer_id”

- Contact updates must include either “customer_id” or “signalvine_id”
- DIY: Use an xlookup to match signalvine_id to customer_id

Clipboard Font Alignment Number Styles Cells			
C2 : =xlookup(B2,'[Implementation Alumni Relations.csv]Implementation Alumni Relations'!\$I:\$I,'[Implementation Alumni Relations.csv]Implementation Alumni Relations'!\$T:\$T)			
A	B	C	D
1 customer_id	phone	signalvine_id	
2 10000	1555551234	Alumni Relations'!\$T:\$T)	
3 10001	1555551235		
4 10002	1555551250		

	A	B	C	
1	customer_id	first_name	last_name	sp24
2	10000	Lila	Roberts	
3	10001	Kathryn	Caldwell	
4		Gretchen	Carlson	
5	10003	Sandy	Stevens	
6	10004	Pauline	Crawford	
7	10005	Maria	Vaughn	
8	10006	Willie	David	

Contact is missing “customer_id”

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Clipboard Font Alignment Number Styles Cells			
C2 : =xlookup(B2,['Implementation Alumni Relations.csv']Implementation Alumni Relations'!\$I:\$I,['Implementation Alumni Relations.csv']Implementation Alumni Relations'!\$T:\$T)			
A	B	C	D
1 customer_id	phone	signalvine_id	
2 10000	1555551234	Alumni Relations'!\$T:\$T)	
3 10001	1555551235		
4 10002	1555551250		

	A	B	C	
1	customer_id	first_name	last_name	sp24
2	10000	Lila	Roberts	
3	10001	Kathryn	Caldwell	
4		Gretchen	Carlson	
5	10003	Sandy	Stevens	
6	10004	Pauline	Crawford	
7	10005	Maria	Vaughn	
8	10006	Willie	David	

21	10019	Francis	Jackson
22	1002	Joann	Sullivan
23	10021	Thomas	Hanson
24	1002	Tiffany	Smith
25	10023	Elaine	Horton
26	10024	James	Reed

Deleted leading 0's

Using the Format Cells dialog

1. Select the cells you want to format
2. Press Ctrl+1 to open the Format Cells dialog
3. Select the Number tab
4. Select Custom from the Category list
5. In the Type box, enter the number format you want to use
6. Click OK

21	10019	Francis	Jackson
22	1002	Joann	Sullivan
23	10021	Thomas	Hanson
24	1002	Tiffany	Smith
25	10023	Elaine	Horton

Basic Import Errors

How to View Errors

START TIME	STATUS	RESULTS	ERROR FILE	IMPORTED BY
8/6/24 16:49	Success	0 added, 5 ignored, 110 up	None	kseale@moderncampu...
8/6/24 16:48	Fail	View 2 errors		kseale@moderncampu...
8/6/24 14:15	Success	0 added, 3 ignored, 112 up	None	kseale@moderncampu...
8/6/24 14:10	Success	0 added, 25 ignored, 99 up	None	kseale@moderncampu...

How do you want to handle errors?

How would you like to us to proceed if we encounter and error with a contact record?

- ☒ Skip the contact and continue the import
- ☐ Only import the file if it contains no errors

Could not parse “_____” as _____:

Data File Upload Error

Import Results

Imported on 3/26/24, 9:44 AM by kseale+2@moderncampus.com



Data errors

COLUMN NAME	ERROR	ROW NUMBER
last_contribution_date	Could not parse '2/3/24' as Maybe (Date)	2
last_contribution_date	Could not parse '3/4/23' as Maybe (Date)	3
prior_donor	Could not parse 'YES' as Maybe (Boolean)	6
prior_donor	Could not parse 'YES' as Maybe (Boolean)	8

Thanks!

Import Results

Imported on 3/26/24, 9:44 AM by kseale+2@moderncampus.com



Data errors

COLUMN NAME	ERROR	ROW NUMBER
last_contribution_date	Could not parse '2/3/24' as Maybe (Date)	2
last_contribution_date	Could not parse '3/4/23' as Maybe (Date)	3
prior_donor	Could not parse 'YES' as Maybe (Boolean)	6
prior_donor	Could not parse 'YES' as Maybe (Boolean)	8

Thanks!

Import Results

Imported on 3/26/24, 9:44 AM by kseale+2@moderncampus.com



Data errors

COLUMN NAME	ERROR	ROW NUMBER
last_contribution_date	Could not parse '2/3/24' as Maybe (Date)	2
last_contribution_date	Could not parse '3/4/23' as Maybe (Date)	3
prior_donor	Could not parse 'YES' as Maybe (Boolean)	6
prior_donor	Could not parse 'YES' as Maybe (Boolean)	8

	F	
	prior_donor	major
	YES	Comr
	YES	Anthr
	FALSE	Intern
	FALSE	Histo



prior_donor

Maybe (Boolean)

Unrecognized variable: Data File Upload Error

Import Results✕
Imported on 3/22/24, 3:17 PM by kseale@moderncampus.com

Spreadsheet errors
Missing variable requested for update in the csv: prior_donor
Unknown update variable:
Unknown update variable: current_location
Unknown update variable: career_field

Data errors

COLUMN NAME	ERROR	ROW NUMBER
current_location	Unrecognized variable: current_location	1
career_field	Unrecognized variable: career_field	1
prior_donor	Unrecognized variable: prior_donor	1
	Unrecognized variable:	1

Thanks!

Unrecognized variable:

- 1. Variable (custom field) has not been created.
- 2. Variable (custom field) has been mislabeled.

ERROR

Unrecognized variable: current_location

Unrecognized variable: career_field

Unrecognized variable: prior_donor

Unrecognized variable:

D	E	F
ail	prior_donor	staff_na
s	\$500.00	Joe
	\$25.00	Joe
ations	\$80.00	Joe
		Joe
ations	N/A	Kris

≡

emailString

≡

previous_donorString

≡

staff_nameString

≡

phone_validBoolean

Duplicate CSV column: Data File Upload Error

Import Results ×

Imported on 3/21/24, 10:04 AM by kseale+2@moderncampus.com

Data errors

COLUMN NAME	ERROR	ROW NUMBER
prior_donor	Duplicate CSV column: prior_donor	1
prior_donor	Duplicate CSV column: prior_donor	1

Thanks!

Two identical column headers

Duplicate CSV Column:

Import Results

×

Imported on 3/21/24, 10:04 AM by kseale+2@moderncampus.com

Data errors

COLUMN NAME	ERROR	ROW NUMBER
prior_donor	Duplicate CSV column: prior_donor	1
prior_donor	Duplicate CSV column: prior_donor	1

Thanks!

Two identical column headers

Duplicate CSV Column:

Import Results

Imported on 3/21/24, 10:04 AM by kseale+2@moderncampus.com

Data errors

COLUMN NAME	ERROR	ROW NUMBER
prior_donor	Duplicate CSV column: prior_donor	1
prior_donor	Duplicate CSV column: prior_donor	1

Thanks!

	F	G	
	prior_donor	prior_donor	major
551234	Boston	TRUE	Comm
551235	Boston	TRUE	Anthrop
551250	Boston	FALSE	Internat
551251	Boston	FALSE	History

Multiple rows in the CSV refer to the same participant

Data File Upload Error

Import Results×

Imported on 3/21/24, 1:39 PM by kseale+2@moderncampus.com

Data errors

ERROR	ROW NUMBER
Multiple rows in the CSV refer to the same participant	4
Multiple rows in the CSV refer to the same participant	5

Thanks!

Multiple rows in the CSV refer to the same participant

- Two contacts or rows have the same ID
- There are blank rows that are being recognized as contacts

Import Results

Imported on 3/21/24, 1:39 PM by kseale+2@moderncampus.com

Data errors

ERROR	ROW NUMBER
Multiple rows in the CSV refer to the same participant	4
Multiple rows in the CSV refer to the same participant	5

Thanks!

Multiple rows in the CSV refer to the same participant

- Two contacts or rows have the same ID
- There are blank rows that are being recognized as contacts

Import Results
Imported on 3/21/24, 1:39 PM by kseale+2@moderncampus.com

Data errors

ERROR

Multiple rows in the CSV refer to the same participant

Multiple rows in the CSV refer to the same participant

	A	B	C
1	customer_id	first_name	last_name
2	SV-1	Lila	Roberts
3	SV-2	Kathryn	Caldwell
4	SV-17	Gretchen	Carlson
5	SV-17	Sandy	Stevens
6	SV-66	Pauline	Crawford

Thanks!

Demo Error Troubleshooting In App

- 1st upload correct file to the wrong program
- Upload data file
- Correct errors
- Show how to search errors in knowledge base

What will you put into practice after this webinar?

Answer in the poll!

1. What do you feel ready to do after this webinar?

- ☐ Create my data file
- ☐ Download my data file
- ☐ Troubleshoot data file errors
- ☐ Upload my data file
- ☐ Contact support for more help
- ☐ Something else, I'll share in the chat

Q&A

Please put your questions into
the Zoom Q&A feature!



Scan for a two minute
feedback survey

Post-Webinar Survey

- 2 minutes
- We love knowing what you like or would like improved!

48

* 4. On the following scale, how **helpful** and **informative** was the training webinar?

1 - Not Helpful 2 3 - Neutral 4 5 - Helpful

☐ ☐ ☐ ☐ ☐

Additional comments to reflect your score.



Scan for a two minute
feedback survey

Thank You

See you next month!

modern[®]
campus



