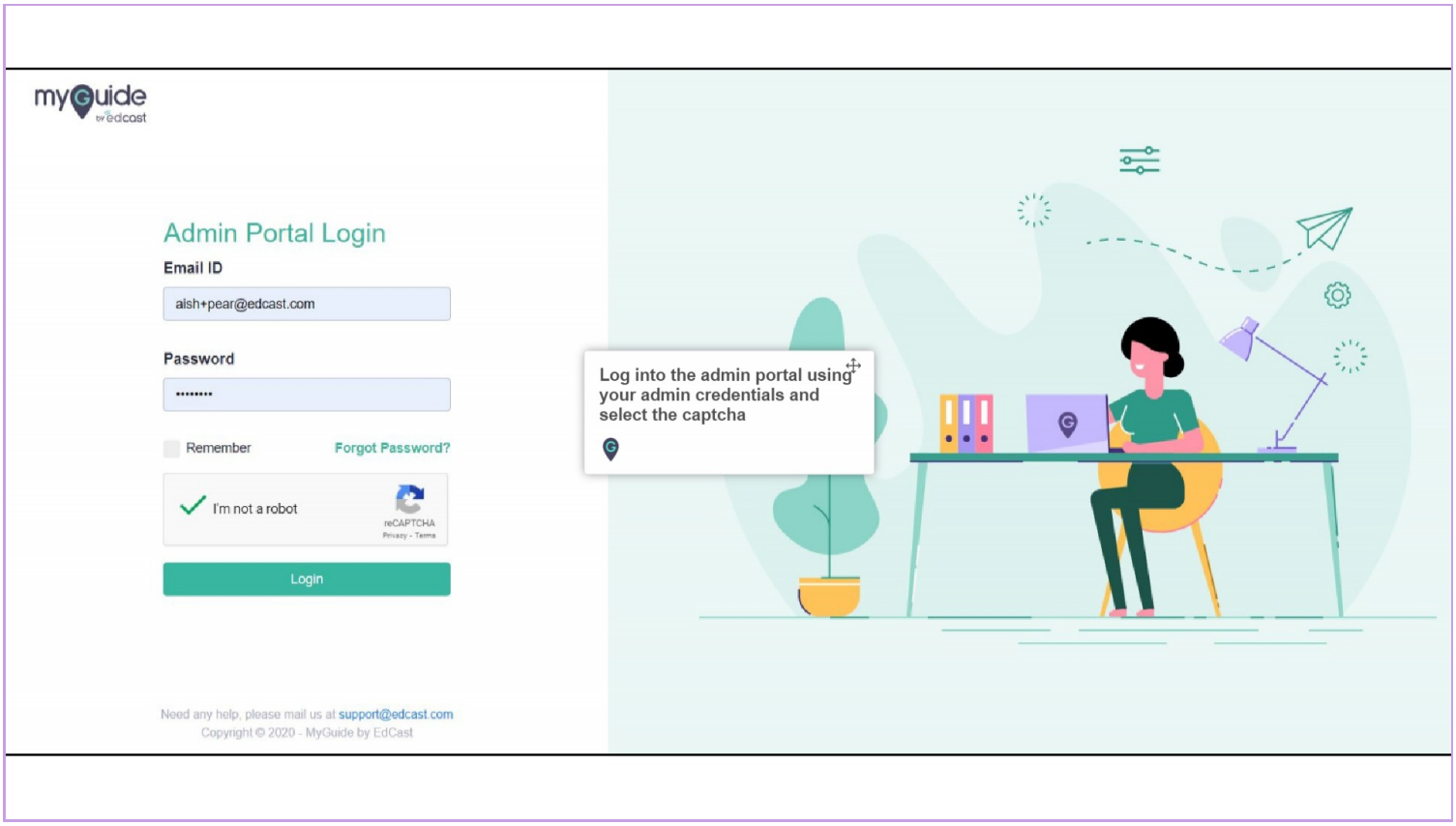
How to add multiple users at once through bulk import

myguide.org

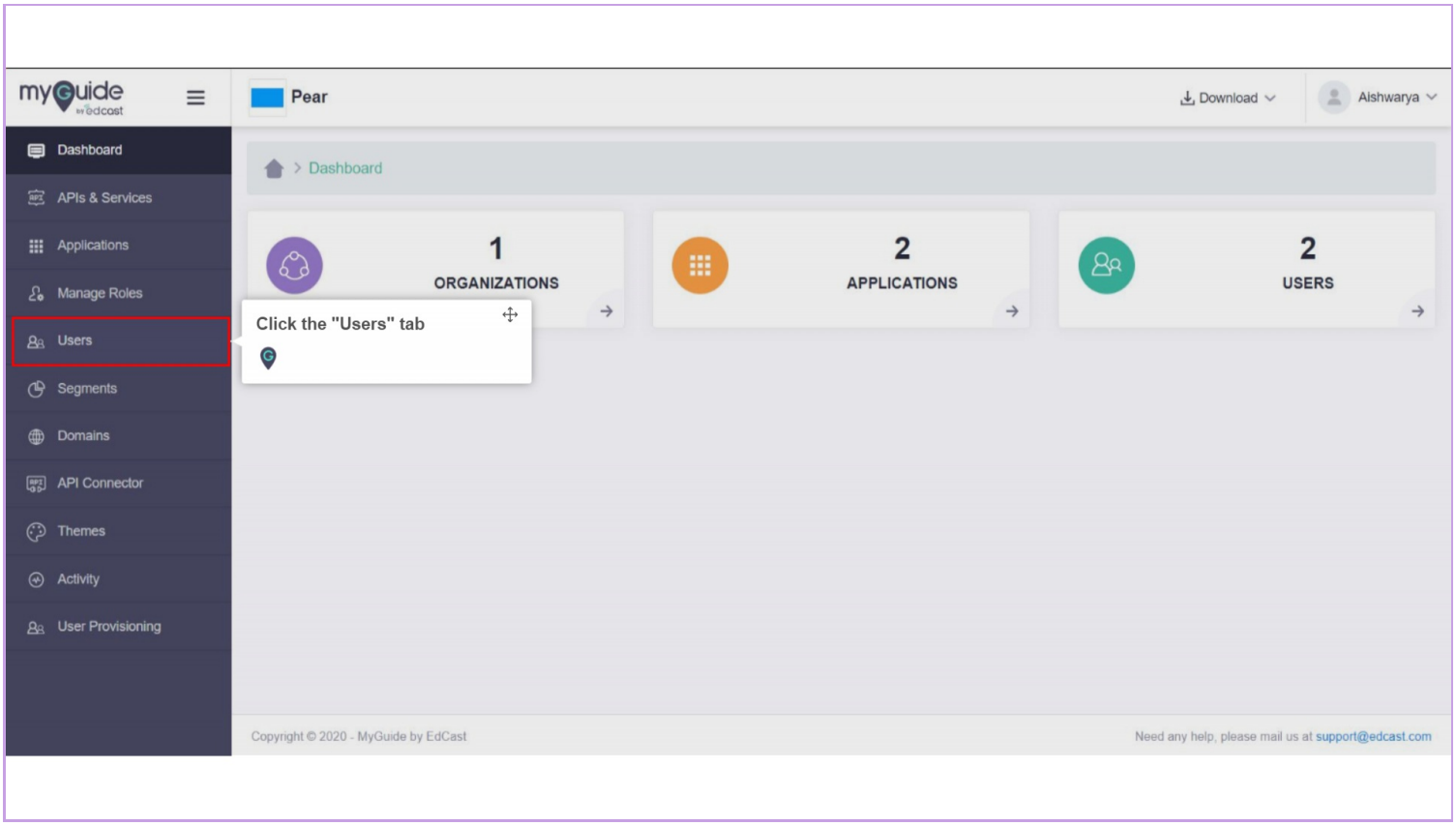
Step: 01

Log into the admin portal using your admin credentials and select the captcha



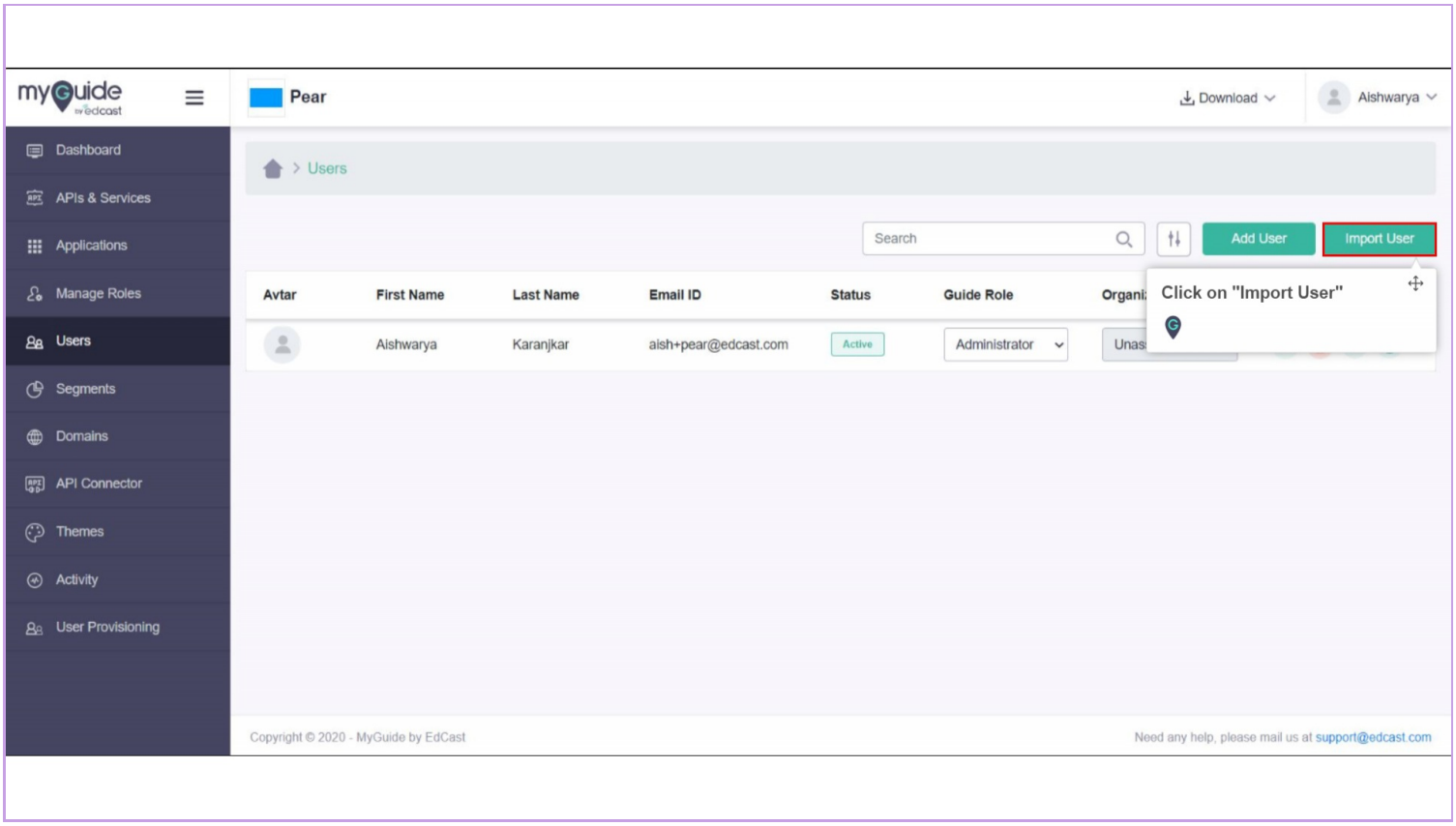
Step: 02

1) Click the "Users" tab



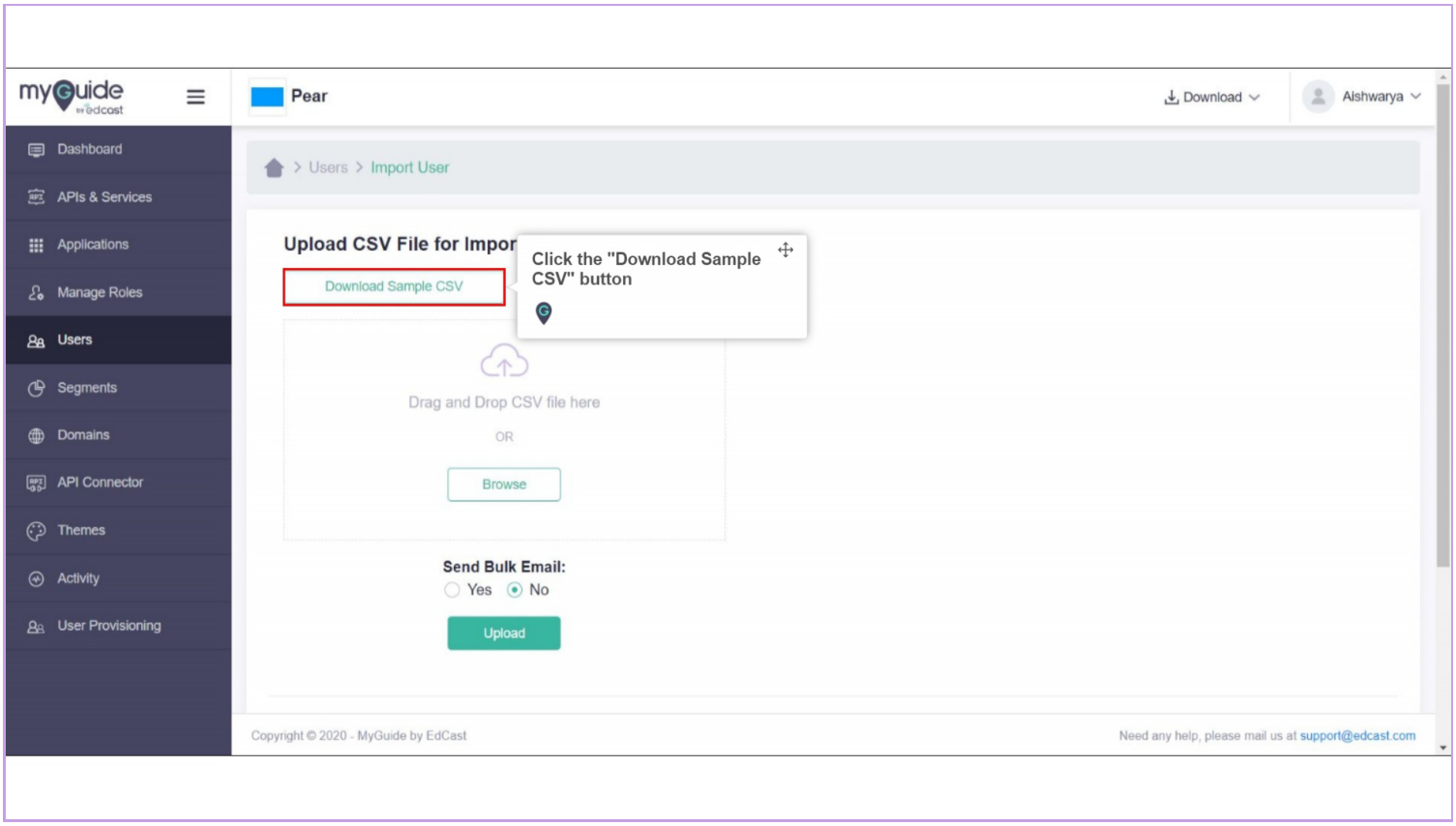
Step: 03

1) Click on "Import User"



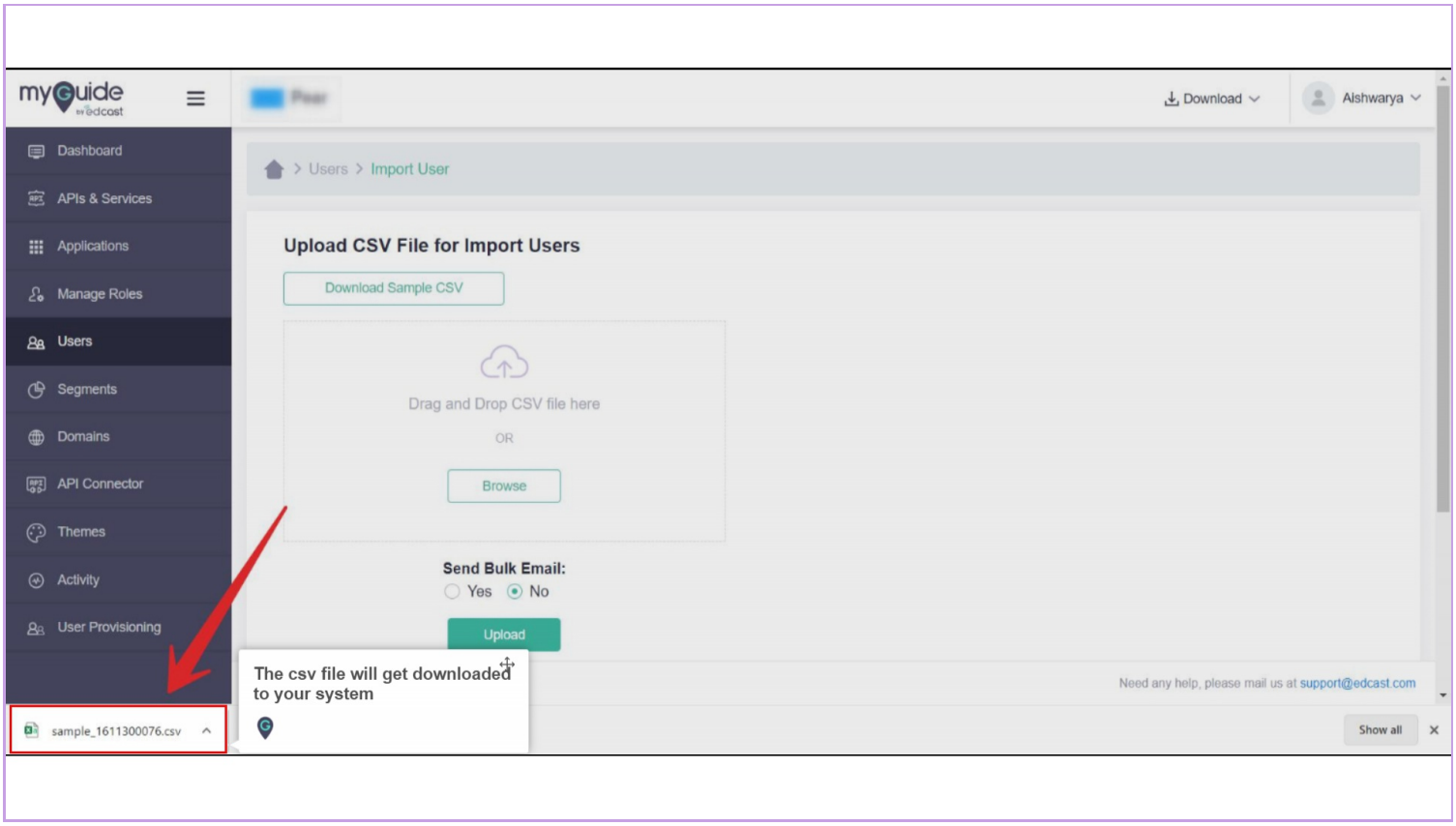
Step: 04

1) Click the "Download Sample CSV" button



Step: 05

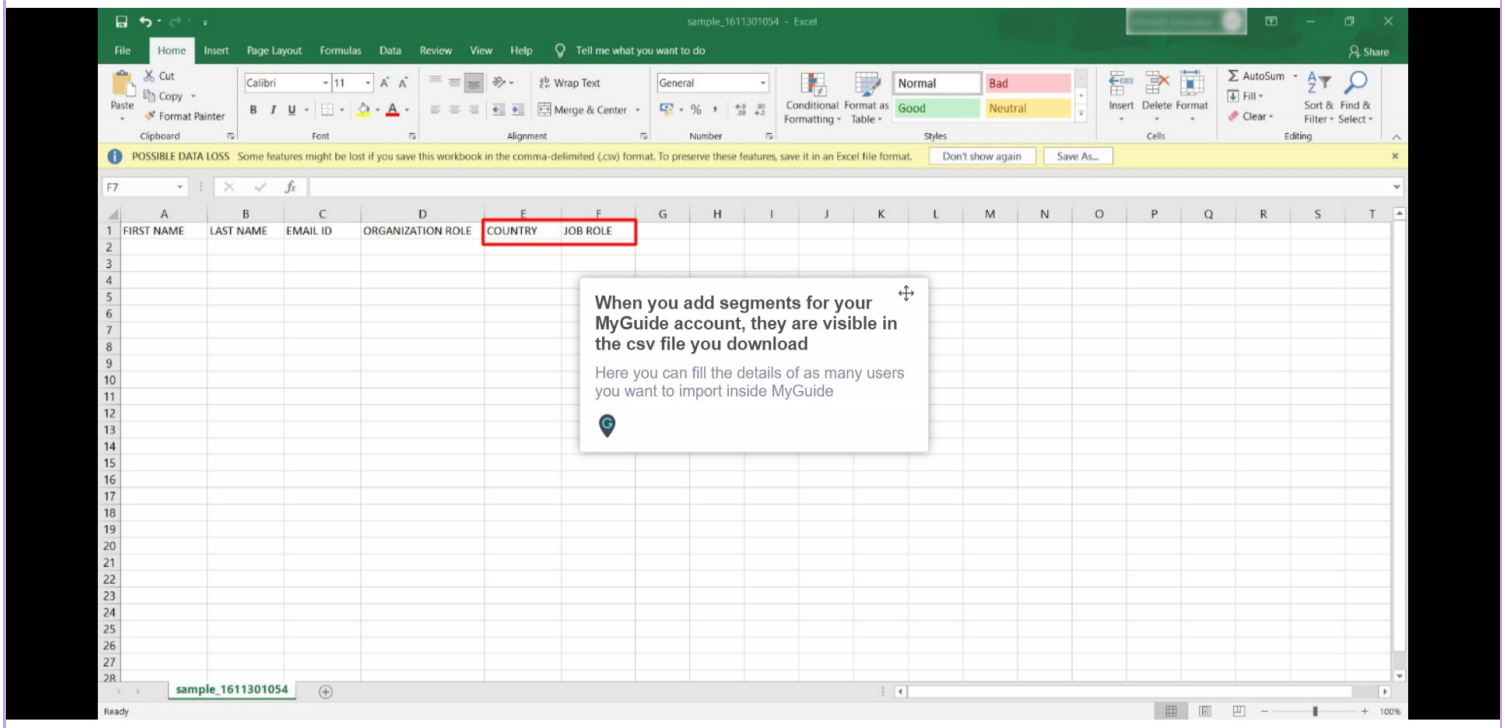
1) The csv file will get downloaded to your system



Step: 06

When you add segments for your MyGuide account, they are visible in the csv file you download

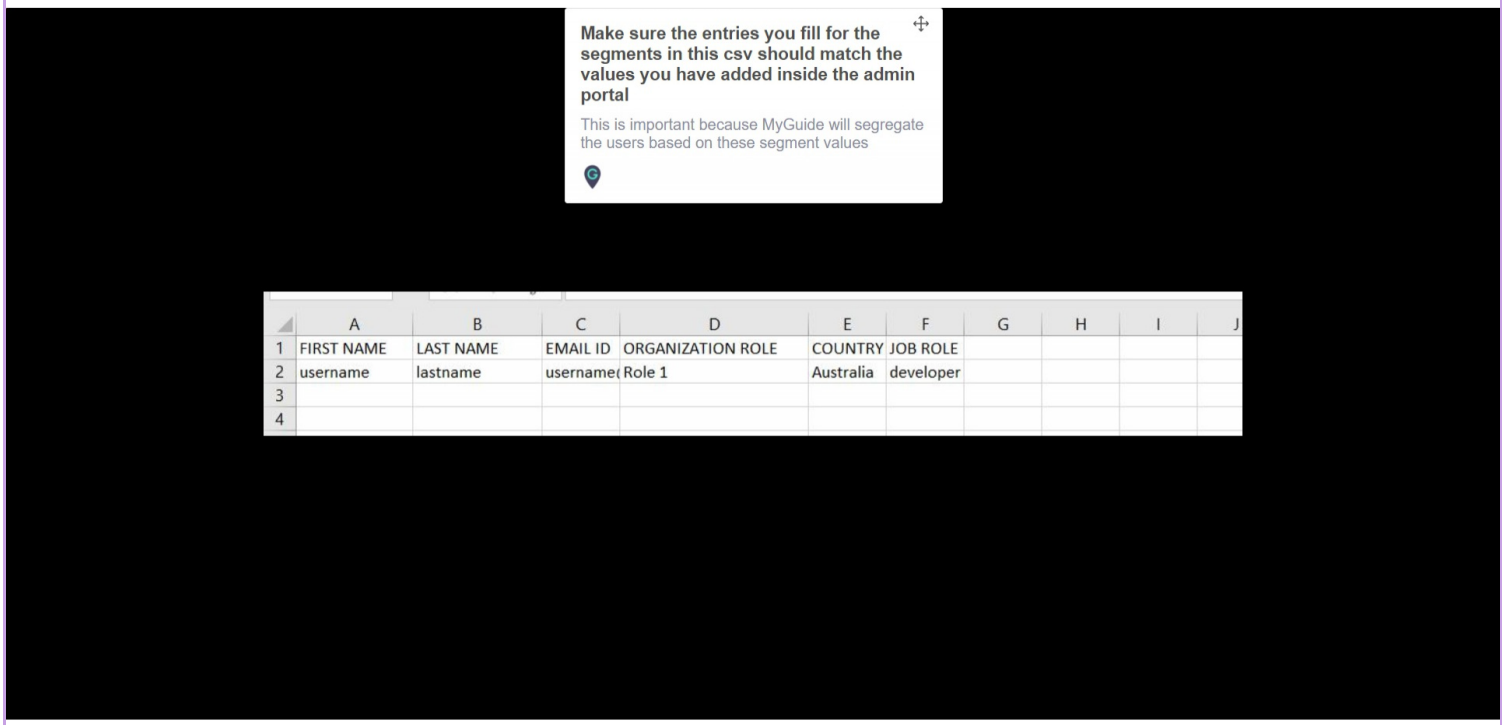
Here you can fill the details of as many users you want to import inside MyGuide



Step: 07

Make sure the entries you fill for the segments in this csv should match the values you have added inside the admin portal

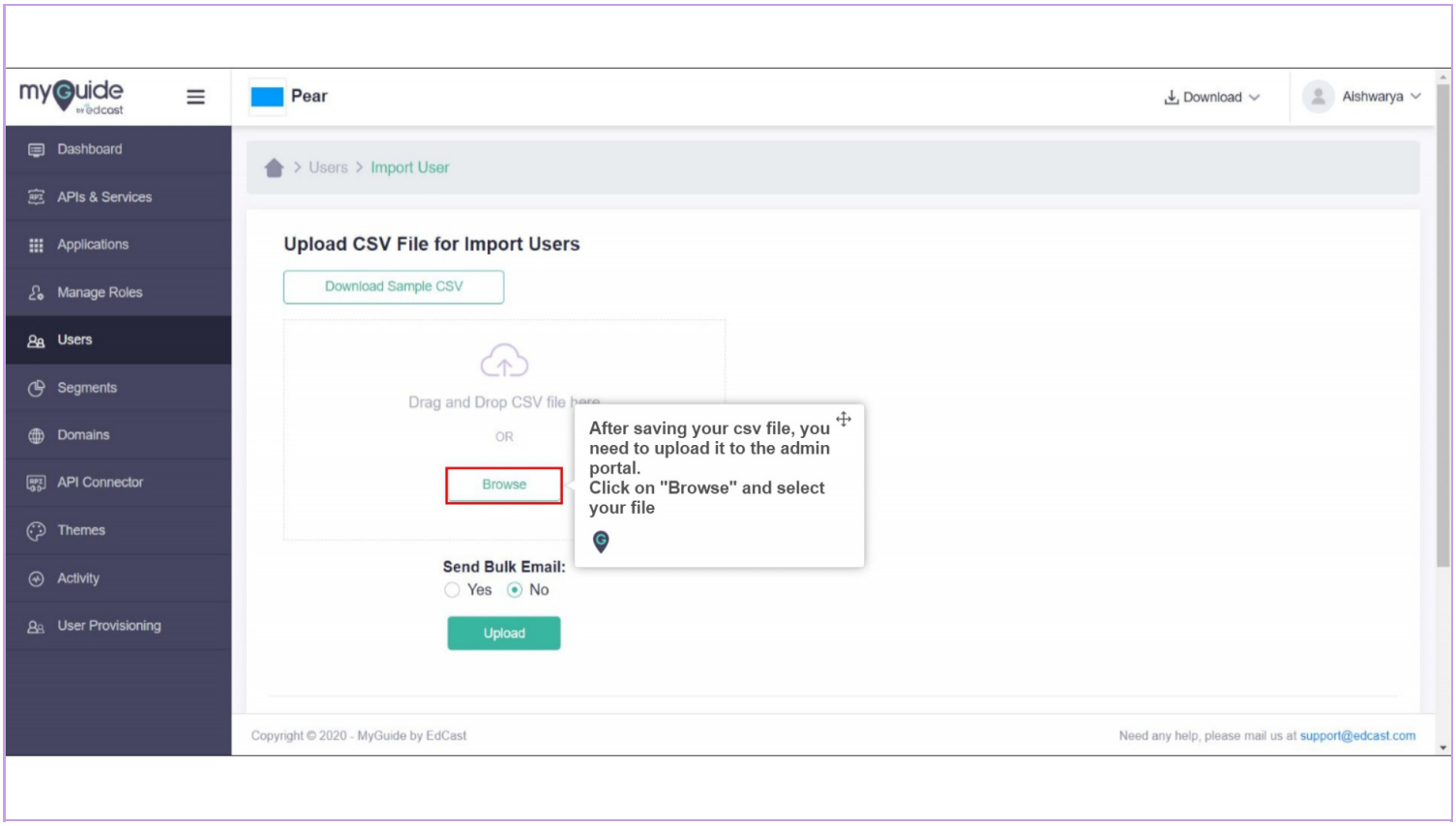
This is important because MyGuide will segregate the users based on these segment values



	A	B	C	D	E	F	G	H	I	J
1	FIRST NAME	LAST NAME	EMAIL ID	ORGANIZATION ROLE	COUNTRY	JOB ROLE				
2	username	lastname	username(	Role 1	Australia	developer				
3										
4										

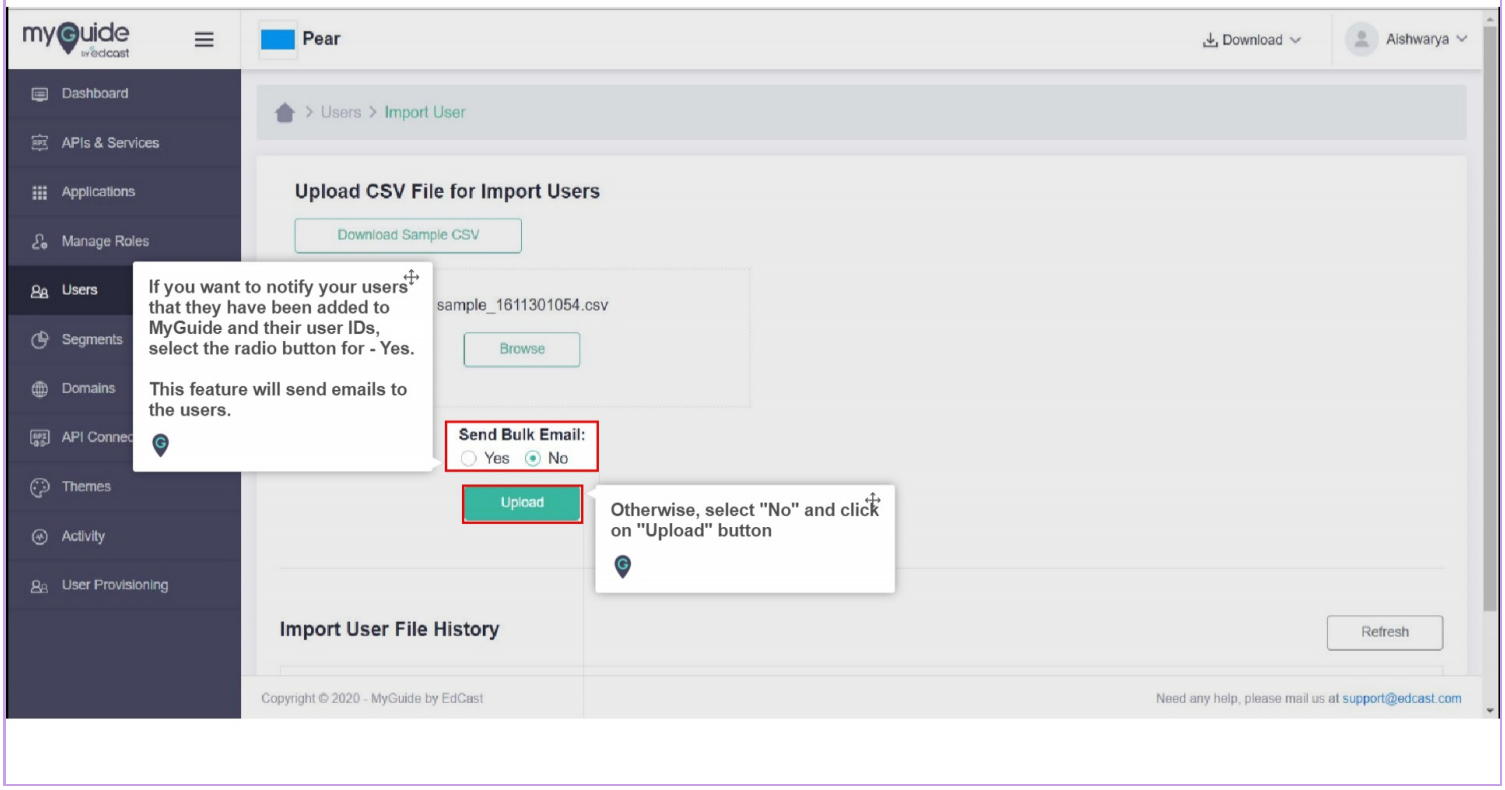
Step: 08

1) After saving your csv file, you need to upload it to the admin portal. Click on "Browse" and select your file



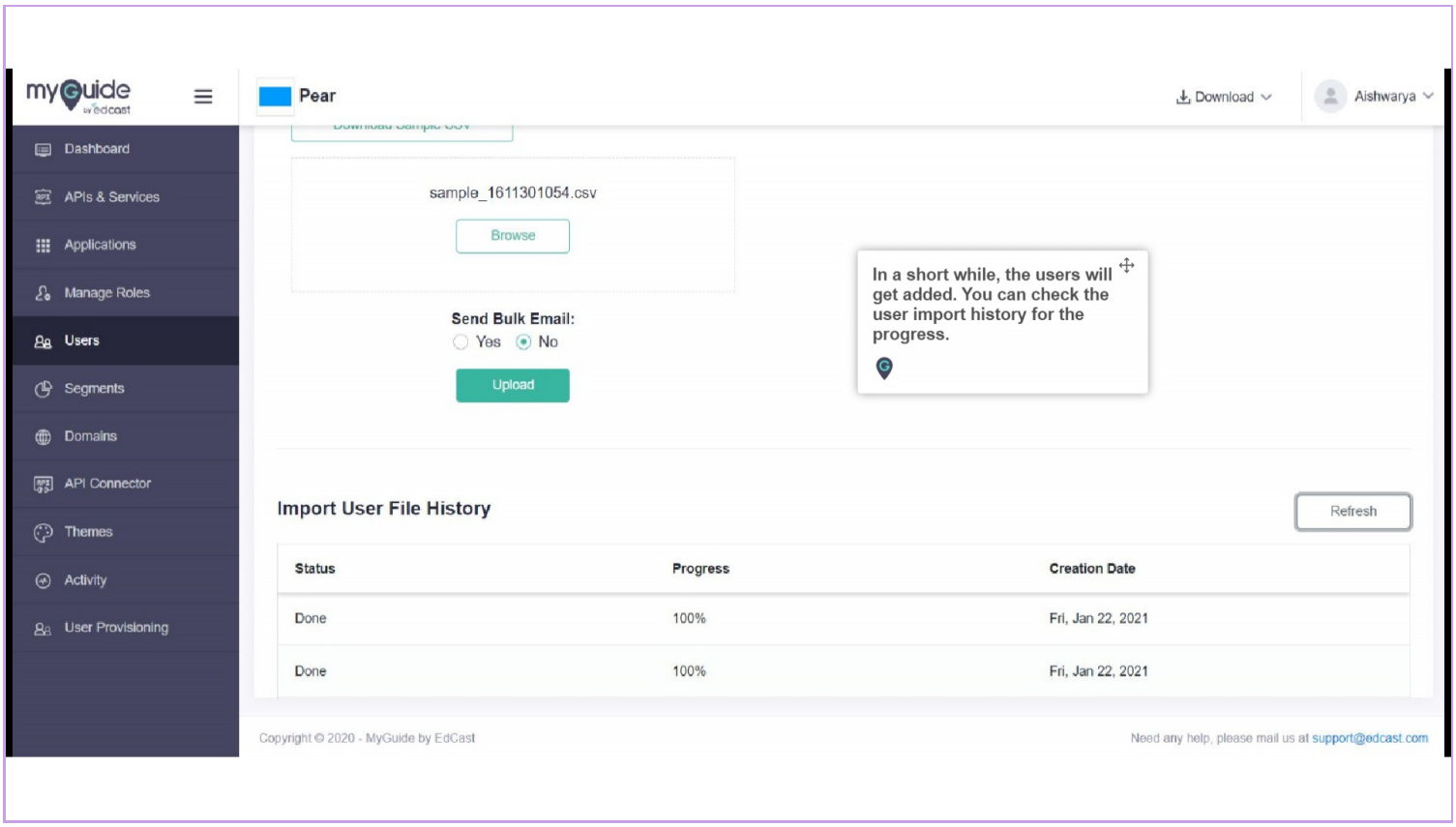
Step: 09

1) Otherwise, select "No" and click on ''Upload" button
2) If you want to notify your users that they have been added to MyGuide and their user IDs, select the radio button for - Yes. This feature will send emails to the users.



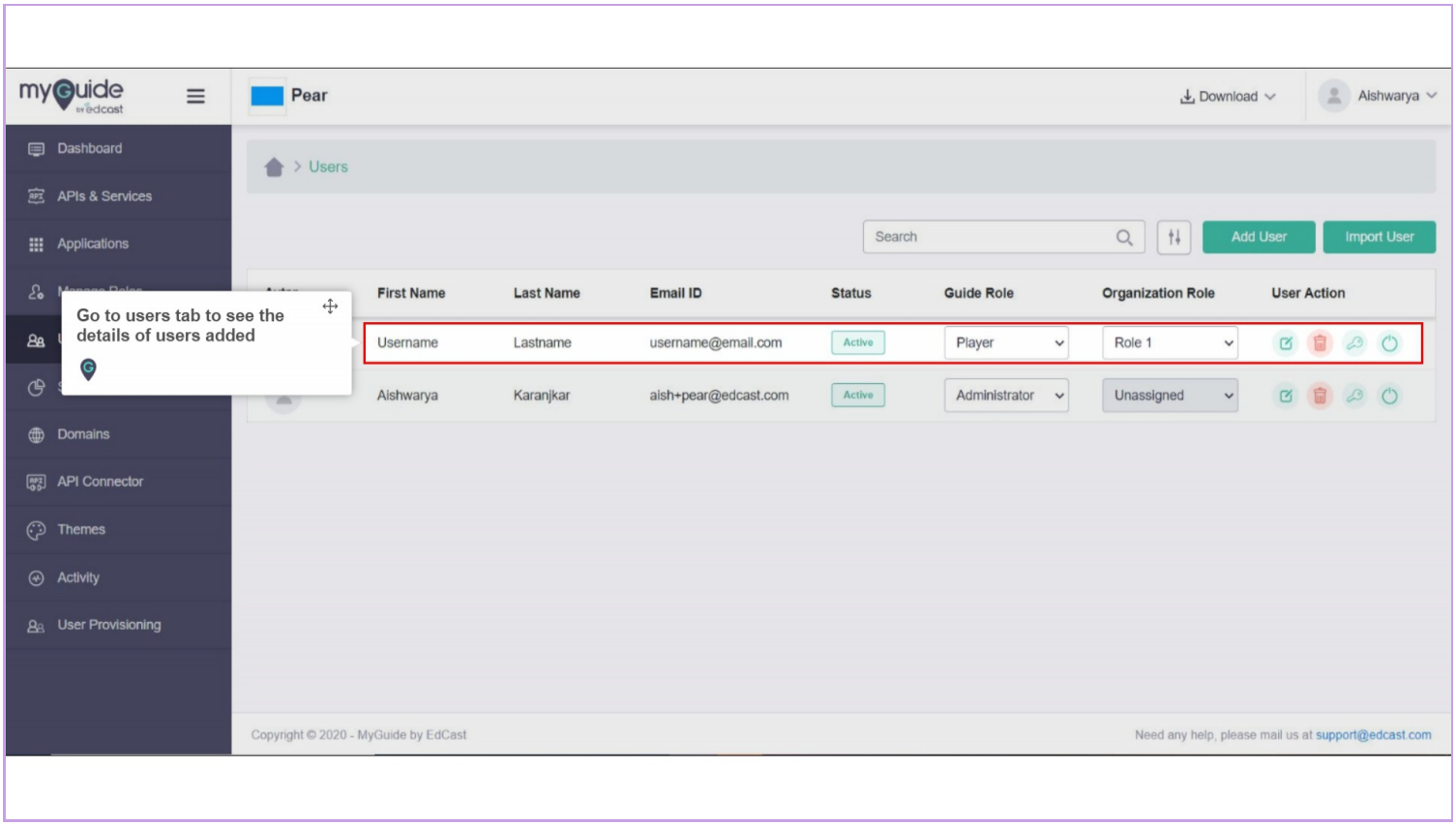
Step: 10

In a short while, the users will get added. You can check the user import history for the progress.



Step: 11

1) Go to users tab to see the details of users added



Thank you

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