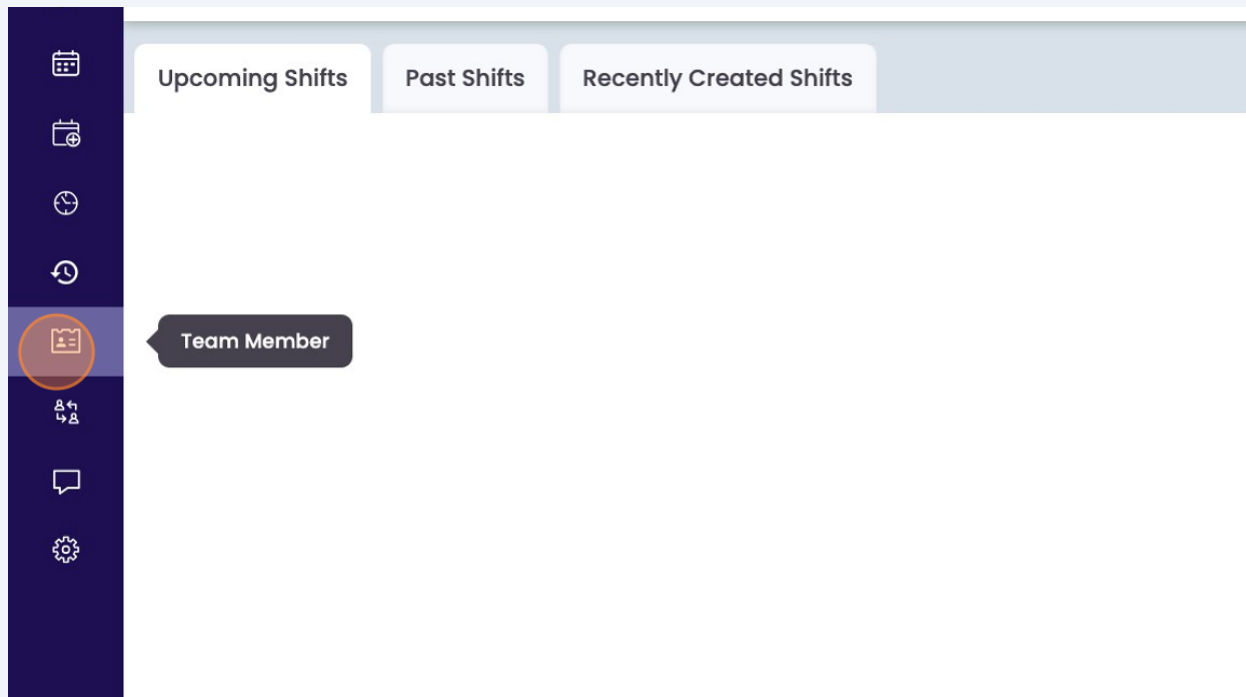# How to Invite Team Members via Spreadsheet Import

Scribe

1 Click on the "Team Member" page icon

2   Click "Invite Members" then select "Invite via Spreadsheet"

reilly@mailinator.com	● Approved	Deactivate
prosacco@mailinator.com	● Approved	Deactivate
_bechtelar@mailinator.com	● Approved	Deactivate
_schumm@mailinator.com	● Approved	Deactivate
lein@mailinator.com	● Approved	Invite a Team Member
ia_collins@mailinator.com	● Approved	Invite via Spreadsheet

Re-Invite Sign Up Invite   Edit Ranking   Invite Members ▲

---

3   Click "Download"

Import via Spreadsheet

aida_mayer@mailinator.com

a_swift@mailinator.com

ra_hoeger@mailinator.com

aro_wiegand@mailinator.com

on_daniel@mailinator.com

e_balistreri@mailinator.com

Location
Location 2

1. Download Spreadsheet
Fill in team member data in the Spreadsheet Template.

Download

2. Upload Spreadsheet
Select the CSV or XLS file you saved and upload it to invite team members.

📄
No file selected

4 Open the CSV and complete all required fields (indicated with an "*").

Note: In the "Flag as non-app user" add "yes" if the team member does not have a smart phone.

Copy and paste applicable information for "Primary Location", "Primary Position", Secondary Position(s) (separating secondary positions with a comma (,) and a space ( )), and "Employment Status" (before uploading remove any information that is not relevant/associated with a specific team member).

For "Hourly Rate" include numeric values only (Eg. $25/hour = 25)

Add an "Employee ID" include numeric values

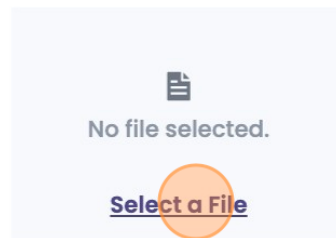"Employee Start Date" format is as follows 01-Jan-21

"Birth Month" add a numeric response (Eg. Dec = 12).

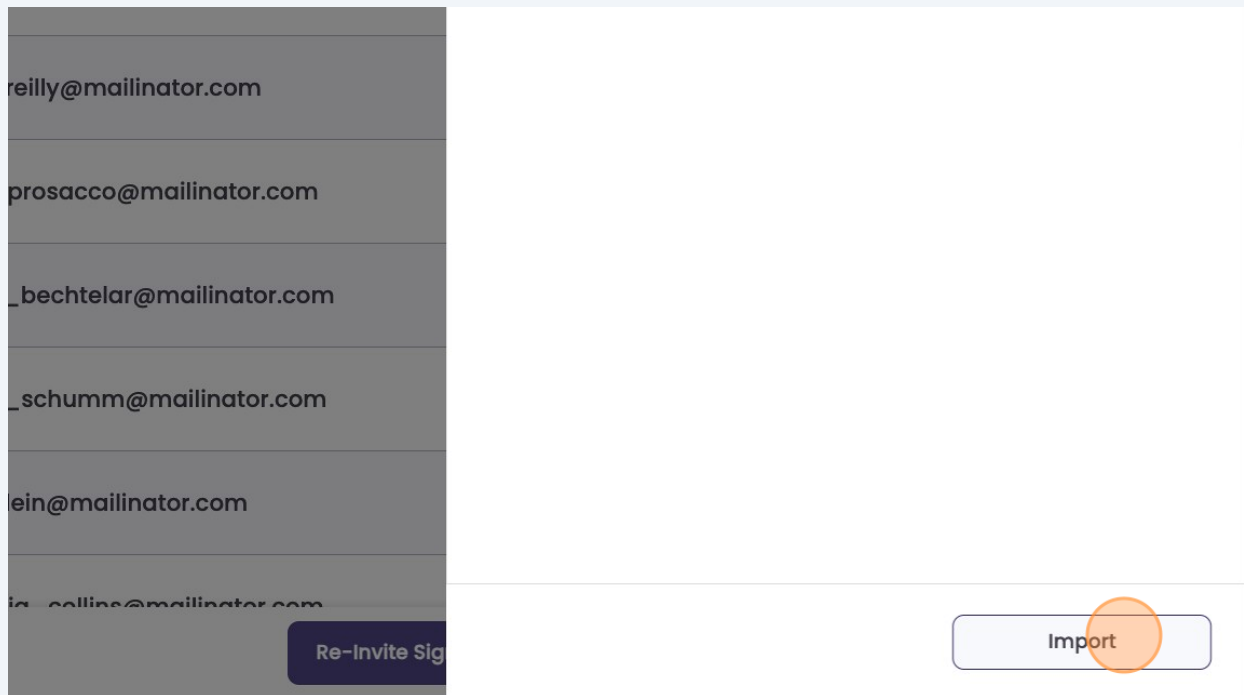**5** Click "Select a File" from your computer select the file you just added team member information to.

o_wiegand@mailinator.com

_daniel@mailinator.com

_balistreri@mailinator.com

_shanahan@mailinator.com

_mante@mailinator.com

reilly@mailinator.com

prosacco@mailinator.com

2. Upload Spreadsheet
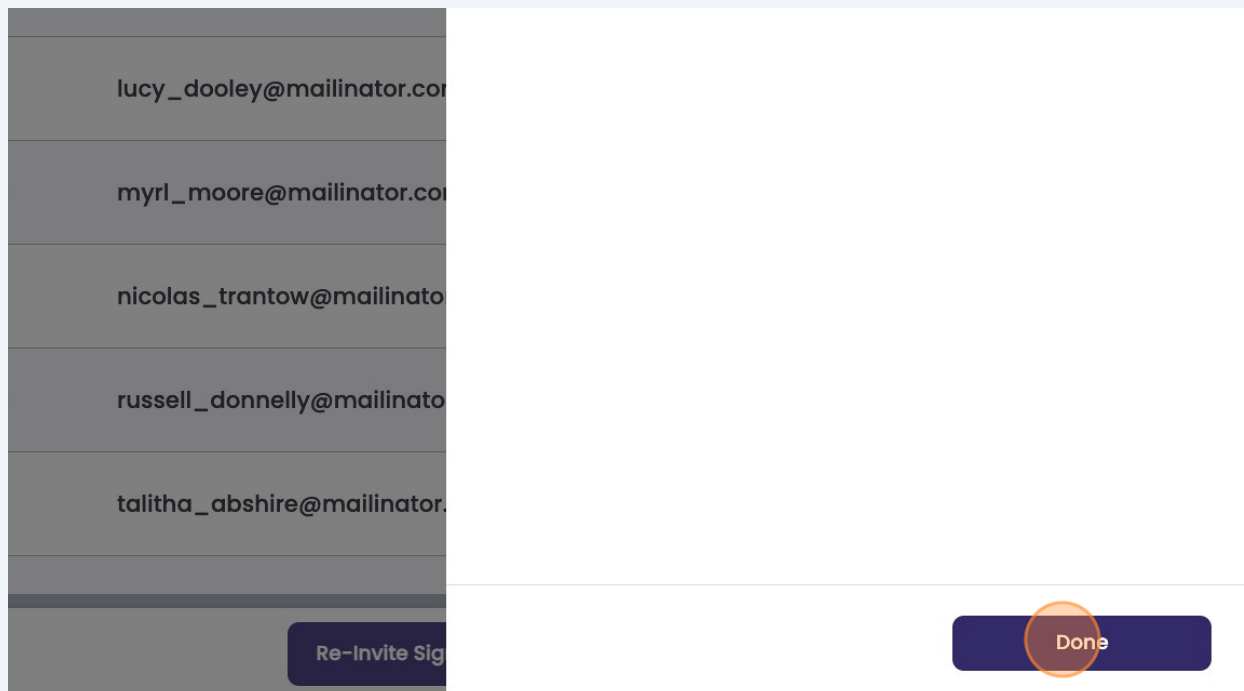Select the CSV or XLS file you saved and upload it to invite team members.

No file selected.

Select a File

6 Click "Import"

reilly@mailinator.com

prosacco@mailinator.com

_bechtelar@mailinator.com

_schumm@mailinator.com

lein@mailinator.com

ia_collins@mailinator.com

Re-Invite Sig

Import

7 If the invite was successful click "Done" (if not correct errors (noted on your screen), upload your corrected CSV then click "Done").

Note: Team members will receive an invitation to download the app via both SMS text and Email (to the phone number and email address included on the spreadsheet).

lucy_dooley@mailinator.co

myrl_moore@mailinator.co

nicolas_trantow@mailinato

russell_donnelly@mailinato

talitha_abshire@mailinator.

Re-Invite Sig

Done

8 Uploaded team members will be visible across the entire platform (you may begin scheduling them for shifts).