

Uploading the Member Contact List

Preparation

- On your local PC take a copy of the current membership excel spreadsheet and call it something unique like WBAQ Members210715_WEB.
- Close the original spreadsheet and open the copy.
- Delete all columns except C-Preferred First Name, D-Last Name, E-Postal Address, G-Postal Suburb, H-State, I-Postcode, AB-Home Phone, AC-Mobile
- Delete rows 1 and 2
- Delete rows after last members (e.g. other states)
- Delete empty columns H to about AD
- Delete all other sheets
- Rename the column headers First Name, PCode, Mobile Phone, etc., as shown below (this affects the automatic column width algorithm)
- It is important that the first row contains the column headers.
- Save the modified spreadsheet in .csv format (this eliminates all other sheets). Close the open spreadsheet and open the .csv spreadsheet which should appear as below.

	A	B	C	D	E	F	G
1	First Name	Last Name	Postal Suburb	State	Pcode	Home Phone	Mobile Phone
2	Wayne	Aberdeen	WYNNUM	QLD	4178	07 3396 8556	0418 752 523
3	Steven	Ainscough	EASTERN HEIGHTS	QLD	4305	07 3812 4085	0403 316 002
4	Lex	Baddiley	CLEVELAND	QLD	4163	07 3821 0038	0416 236 334
5	Jeff	Bailey	SANDSTONE POINT	QLD	4511		0418 191 744
6	Rod	Bailey	BRACKEN RIDGE	QLD	4017	07 3269 5508	0411 227 887
7	Henry	Baird	PINBARREN	QLD	4568	07 5485 0140	
8	Baz	Baker	CALOUNDRA WEST	QLD	4551		0490 076 940
9	Chris	Bardell	CARINDALE	QLD	4152	07 3395 1430	0412 664 337
10	Gaza	Barker	MOUNTAIN CREEK	QLD	4557	07 5478 4709	0427 259 112
11	Alan	Bates	CHELMER	QLD	4068	07 3379 9804	0402 891 113
12	Harry	Beauchamp	JAMBOREE HEIGHTS	QLD	4074	07 3376 1455	0438 761 448
13	Russell	Behan	GUMDALE	QLD	4154	07 3890 5518	0418 735 648
14	Byron	Bennett	EATONS HILL	QLD	4037	07 3264 6734	
15	Ralph	Brading	MERMAID WATERS	QLD	4218	07 5572 0040	0418 489 628
16	Phillip	Brown	VICTORIA POINT	QLD	4165	07 3820 8082	0416 057 277
17	Matt	Burgess	BURPENGARY EAST	QLD	4505		0408 445 129
18	Donald	Burrows	REDLAND BAY	QLD	4165		0402 227 981
19	Tim	Butters	SCARNESS	QLD	4655		0478 397 568

For subsequent checking it would be wise to take a note of recently added members

Upload

To upload you must be logged in to the website and your user account must have been assigned the 'Member List' role.

When you are logged in a black band appears at the top of the window. This provides access 'behind the scenes'.

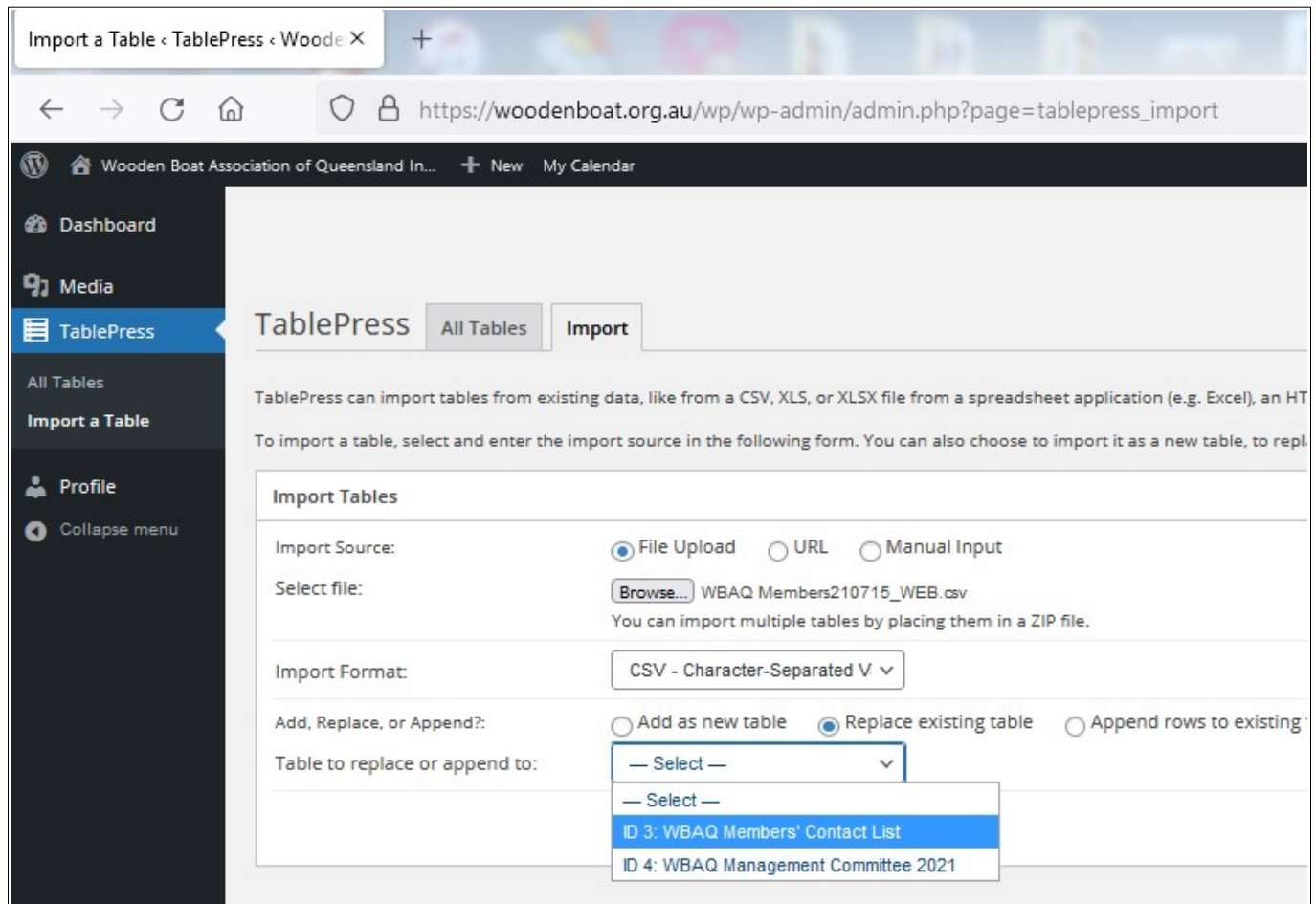
Your username appears the right-hand end. (Hover over that to logout or to edit your profile.)

At the left-hand end of the black band, hover over 'Wooden boat Association...' and select Dashboard from the drop-down menu.

Click on TablePress.

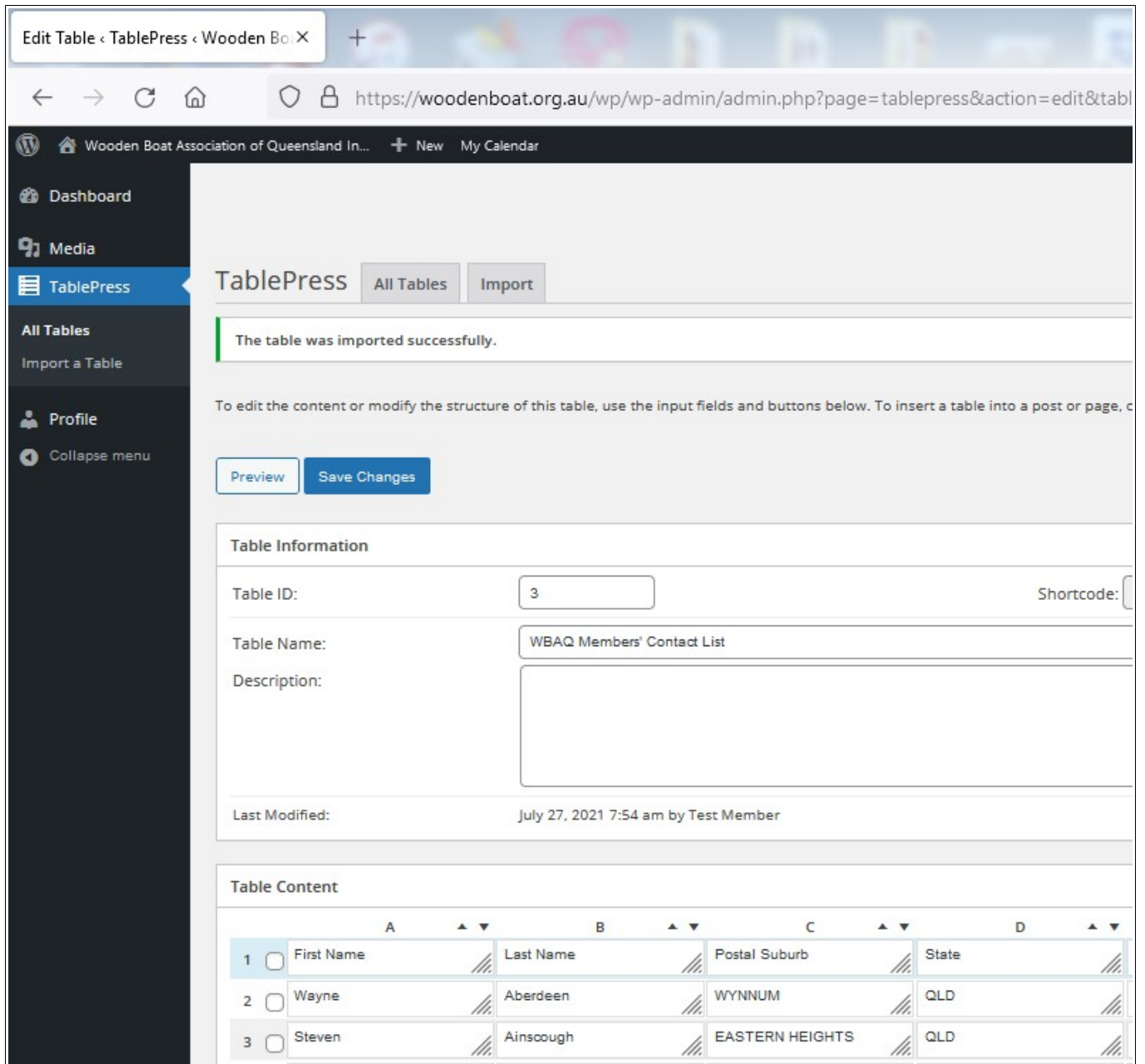
As shown below:

- Select TablePress | Import
- Select Import Source = File Upload
- Under Select file click on 'Browse' to find the saved file on your local computer
- Check that the Import Format is consistent with the file format you are uploading (.csv)
- Select 'Replace existing table'
- Select (carefully!) the table to replace (ID 3: WBAQ Members' Contact List)



Double check your selections, then press the Import button at the bottom.

When the file is successfully imported the table is displayed (next page).



Note that this screen can be used to edit the table but this is not recommended. If any changes are needed they should be applied to the original spreadsheet and re-imported.

To review the results return to the black band.

- Hover over 'Wooden Boat Association...'
- Click on Visit Site
- When the website appears, navigate to:
- Members Only | Members Only Page | member Contact List

Check that the recently added member are included.

