Data Requirements for Import

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Please read the main **Import Your Data** page first.

If you are currently using another software program, **contact us** and if we have exporting steps we will send them to you, and then STOP HERE as you may not need to do this page. **Otherwise**, follow the instructions on this page. You may send us your own custom spreadsheet, OR, you may use our Jackrabbit Importer spreadsheet by going to Tools>Import Data>Download Importer Spreadsheet and following the instructions on the "Instructions" tab in that file.

For the Free Basic Import, we require your data be in a spreadsheet format (rows and columns such as Excel).

We can <u>not</u> work with Word documents nor scans of forms.

 *You are responsible for the accuracy of the data in any files that you send to us. Below are several examples of what is considered "clean" data. Please review your file carefully, ensuring your data is **clean and complete**, BEFORE sending it to us.*

Family and Student Data

1. Row 1 must be a Header with each column clearly labeled as to the contents.

2. Data should be one student per row.

3. If you are including the student birthdays in your file, you must create your Immunization schedules <u>before</u> we can do the import. In your database, go to **Tools > Edit Settings > Immunizations/Reqs** Add each Immunization (DTaP, Hib, etc) and any Medical Requirement (such as a physical) which

will be tracked. The Due fields are the number of months since birth that the immunization should be completed. See **Create Immunization / Medical Requirements** .

4. A Contact name (Mother or Father first name) is required if you are including their email, cell phone, or work phone. If you do not know the parent first name, you can use "X" or "Ms" as the first name.

5. If you are sending the Family information in one sheet or file, and the Student information on another sheet or file, you must include a Family ID in **both** files for us to be able to "tie" or "link" each student into the correct family. Often we can use the phone number or street address **if** it is in both files and is a perfect match. We can **not** use the last name as a link.

6. All names should have First Name and Last Name in separate columns, OR, be separated by a comma (such as Smith, Lisa).

7. Street Address, City, State (Province), and Zip (Postal Code) must each be in separate columns, OR, each be separated by a comma (such as 123 Big Road, Denver, NC, 28027).

8. All data will be assigned the default Location code in your database UNLESS you specify a different Location code in your files.

Below is an example of Family/Student data in a clean and organized spreadsheet

Example of a family and student spreadsheet containing clean, organized, and complete data.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Student First Name	Student Last Name	Student Birthdate	Student Gender	Mother First Name	Mother Last Name	Mother Cell Phone	Mother email	Home Phone	Street Address	City	State	Zip
2	Liney	Adamson	11/11/2003	F	Rachel	Adamson	603-767-2339	raca08@hotmail.com	704-654-8997	217 Rusty Road	Denver	NC	28075
3	Jasmine	Baker	2/6/2002	F	Karrie	Baker	603-83-1-0354	karr@metrocast.net	704-354-9655	15 Allen Street	Denver	NC	28076
4	Elsie	Berman	4/4/2008	F	Marie	Berman	603-978-0772	berman@unh4.educ	207-966-4533	114 River Road	Charlotte	NC	28077
5	Ayslynn	Bowden	6/8/2008	F	Pam	Bowden	603-948-3594	imajine333@tds.net	603-859-2747	9 Prospect Street	Winston	NC	28078
6	Hailey	Brown	4/8/2006	F	Gina	Rossi	603-275-5711	ginaro66@yahoo.com	603-655-4112	114 Crown Road	Denver	NC	28079
7	Nevaeh	Brown	4/28/2007	F	Lisa	Brown	603-866-1056	brown77@point.com	603-566-6434	21 Polly Ann Way	Denver	NC	28080
8	Sarah	Butler	2/6/2007	F	Christina	Templeton	207-251-0710	cme2@yahoo.com	207-706-5467	11 Cross Road	Huntsville	NC	28081
9	Sabrina	Carlson	9/17/2005	F	Stacy	Carlson	603-502-2481	stnnu@metrocast.net	603-335-1911	127 Indian Lake Dr	Denver	NC	28082
10	Makenna	Cavallaro	11/9/2008	F	Summer	Cavallaro	207-289-0731	summertime@aol.com	207-339-9998	1D Wingate Lane	Charlotte	NC	28083
11	Maley	Christensen	2/20/2008	F	Cristal	Christen	860-861-5982	blondy666@aol.com	207-998-2544	59 Franklin Street	Charlotte	NC	28084
12	Sydney	Clark	6/4/2007	F	Kari	Clark	207-951-1492	clark4kc@yahoo.com	704-854-7911	15 Kendall Street	Charlotte	NC	28085
13	Daniel	Cormier	11/15/1996	M	Wendi	Cormier	603-765-7044	sydz@yahoo.com	603-335-6789	8 Townsend Drive	Charlotte	NC	28086
14	Annie	Cray	3/30/1997	F	Sharon	Tonar-Cray	603-953-5317	sharonc@gmail.com	603-343-5340	39 Century Road	Denver	NC	28087
15	Olivia	Croteau	5/10/2006	F	Wanda	Benjamin	603-988-6728	nozzwb@gmail.com	603-557-7452	15 Willard Road	Denver	NC	28088
16	Deena	Daniels	12/14/1959	F	Cathy	Smith	603-781-4011	cdaniels@unh.educ	603-740-6462	24 Victoria Drive	Denver	NC	28089
17	Ashley	Dinardo	8/1/2009	F	Deena	Dinardo	603-661-4586	garyd@yahoo.com	207-122-4566	3 Dustin Terrace	Denver	NC	28090
18	Landon	Edwards	9/17/2004	M	Nicole	Edwards	603-512-9387	niki33@gmail.com	603-335-2812	1789 Cotton St	Winston	NC	28091
19	Suzie	Edwards	3/7/2008	F	Nicole	Edwards	603-512-9387	niki33@gmail.com	603-335-2812	1789 Cotton St	Winston	NC	28091

Your spreadsheet data columns can be in ANY ORDER; this is only an example, and a small sample of fields

There is a header row labeling each column.
There is only one student per row (siblings are on separate rows).
First Names and Last Names are in separate columns.
Street, City, State, Zip are in separate columns.
There are no extraneous notes in any cells.

If you send the family data in one file and the student data in another file, you must have at least one common column that appears in both files so that we can "tie" the correct students into the correct families via a unique identifier. This can be a Family ID number, a street address, or a phone number. It must start with a number. It cannot be the family last name as there are often multiple families with the same last name.

We can import *many more* Student and Family fields than shown above – this is just a sample of typical column information.

Below is an example of Family/Student data in a disorganized, unusable spreadsheet

Common Problems and Solutions with "messy" data in your spreadsheet.

	A	B	C	D	E	F
1	Liney & Rebecca (3) Allson		(704)-654-8997	217 Rusty Road Denver NC 28075	Rachel & Mark Alley	raca08@hotmail.com, good4me@aol.com
2	Barney, Jasmine and Mikey	1/19/04	704-354-9655 dad	15 Allen Street Charlotte	Karrie, Mike	
3	Elsie (allergies) Bowman	April 16	966-4533	Charlotte	Molly&Steve	berman@unh4.educ
4	Ayslynn (6 yrs) Browden	Oct 10, 06	603-859-2747 ***	9 Prospect Street Harrisburg NC	Pam and Ben***	imajine333@tds.net
5	Hailey		655-4112	11 Crown Road 28997		ginaro66@yahoo.com
6	Nevaeh and Seth Brown		566-6434 dc	21 Polly Ann Way Charlotte NC	Bill, Lisa (do NOT call)	brown77@point.com
7	Sarah Butler				Christina Templeton	
8	Carlson, Sabrina	10/12/2005	(03)335-1911	127 Indian Lake Dr	Stacy Carlson, Mark	
9	Cavallaro, Makenna	May 12	207-339-9998	1D Wingate Lane	Summer Hines	summertime@aol.com
10	Maley and Bailey (twins)		(207)9982544		Frank and Crystal	
11	Sydney Clark	June 2002	704-854-7911 or 567-2243	15 Kendall Street Winston NC	Kari Clark (call Mom first)	
12	Daniel (4 yrs)			8 Townsend Drive ????	Wendi and Will	sydz@yahoo.com, or time4u@aol.com
13	Annie Cray	2/3/04	343-5340 home	39 Century Road	Sharon *see notes	
14	Olivia Sims Croteau		603-557-7452	15 Willard Road NC 28077	Jeff, Wanda	nozzwb@gmail.com
15	Deena Raye Daniels	Mar 5, 2009	6034016462 mom work	24 Victoria Drive (moved)		
16	Ashley Dinardo (sp?)		207-122-4566		Deena	garyd@yahoo.com
17	Landon Dionne		(603)-335-2812	1789 Cotton St	Nicole (? If coming)	niki33@gmail.com

You are responsible for the accuracy of the data in your spreadsheet.

Problem: No Header row
Solution: Add a Header row and label each column with the contents

Problem: No Family Account Name
Solution: A Family Last Name is required. It should be in its own column.

Problem: Student names are inconsistent format, have multiple names per cell, and unnecessary information
Solution: Only one student per row. Do not include other information. Last name must be in a separate column or separated from the First name by a comma.

Problem: Date formats are inconsistent, and some are missing the year.
Solution: All dates must contain the year and be in a consistent format.

Problem: Phone number formats are inconsistent and some contain letters or words.
Solution: Only one phone number per cell is allowed. Put home, cell, and work numbers in separate columns.

Problem: Addresses are merged into one column and are inconsistent format.
Solution: The Street address, City, State (or Province), and Zip (or Postal Code) must be in 4 separate columns.

Problem: Parent information is inconsistent and contains unnecessary information
Solution: If you need the Mother and Father names separated in Jackrabbit, then they need to be in separate columns in your file.

Problem: Too many emails in one column
Solution: We can import the Mother email and the Father email, but they must be in separate columns.

Class Data *(optional)*

If you are sending us your Class data, it should include a descriptive class name and basic information. Please reference the **Add Classes Overview** page for class naming conventions. Note that the vast majority of new Jackrabbit clients do **not** import their class list, but instead create their classes directly in the database.

Below is an example of Class data in a clean list

Example of a spreadsheet Class list

	A	B	C	D	E	F	G	H	I	
1	Class Name	Class Gender	Class Min Age	Class Max Age	Class Max Size	Start Date	End Date	Start Time	End Time	Tu
2	TumbleBugs Mon 3:30pm	Both	5	9	12	1/1/2013	6/1/2013	3:30pm	4:00pm	
3	Girls Rec Team 3 M-W-F 4-6pm	Female	11	14	8	1/1/2013	6/1/2013	4:00pm	6:00pm	
4	Ballet-Tap Combo Level 1 Wed 5pm	Female	3	5	15	1/1/2013	6/1/2013	5:00pm	6:00pm	
5	Swim-Dolphin Level 2 Fri 6pm	Both	5	8	4	1/1/2013	6/1/2013	6:00pm	6:45pm	
6	Cheer Xplosion Team A Tues 6-8pm	Female	9	11	18	1/1/2013	6/1/2013	6:00pm	8:00pm	
7	Piano Private with Lisa, Mon 7pm	Both	8	99	1	1/1/2013	6/1/2013	7:00pm	7:30pm	
8	Beginner Clay Art Thurs 10am	Both	18	99	20	1/1/2013	6/1/2013	10:00am	11:00am	
9	Boys Adv. Karate Lvl 3 Fri 4pm	Male	12	14	15	1/1/2013	6/1/2013	4:00pm	4:45pm	
10	Mommy and Me T-Th 9:00am	Both	1	2	10	1/1/2013	6/1/2013	9:00am	10:00am	
11	Summer Camp Week 3, Ages 5-8	Both	5	8	40	7/1/2013	7/5/2013	8:00am	5:00pm	
12	After School Care, Elementary grades	Both	5	11	25	1/1/2013	6/15/2013	3:00pm	6:30pm	

Your spreadsheet data columns can be in ANY ORDER; this is only an example, and a small sample of fields

There is a header row labeling each column.
We recommend each Class Name be "unique" – the type of class, day, and time included in the Class name.
You will assign the Day or Days within Jackrabbit as well as several other designations.

We can import many more Class fields than shown above –this is just a sample of typical column information.

Enrollment Data *(optional)*

Enrollment data (which students are currently enrolled in which classes) can only be imported if your Student file contains a numerical Student ID per student, and your Class file contains a Class ID per class, and then you include a sheet that correlates the student and class ID's matched containing only one "enrollment" per row. This means if a student is enrolled in multiple classes, a separate row is required for each enrollment. If you are using our own Importer Spreadsheet, this is explained on the tab called "Instructions".

Below is an example of Enrollment data in the required Student ID to Class ID format

Example of a spreadsheet Enrollment list

	A	B	
1	Student ID	Class ID	E
2	10157	115	
3	11806	103	
4	23375	101	
5	22831	113	
6	28082	101	
7	29848	101	
8	26414	105	
9	13498	107	
10	29433	108	
11	17213	106	
12	11123	106	
13	22470	102	
14	11278	105	
15	26526	102	
16	10693	115	
17	18449	108	

Importing Enrollment is very rare. Only a few software programs provide exports that contain enrollment data in this fashion. The vast majority of new Jackrabbit clients enroll the students AFTER the import, either manually or by online registration.

Enrollment data can **only** be imported **if** you included a unique Student ID per student in your student file, and a unique Class ID in your class file, then you provide a sheet that correlates the IDs together (links the students into their classes) as shown above. This is the only way that current enrollments can be imported.

Items and Vendors *(optional)*

If you are using the Store module (point-of-sale), you can send a spreadsheet list of Items and Vendors.

1. Row 1 must be a Header with each column clearly labeled as to the contents.

2. Data must be one item per row and a unique Item # is REQUIRED for each item.

3. Enter Tax Rate as a number and not a percentage. For example, 7.5% tax would be entered as 7.5 (not 7.5% or .075)

4. Price should NOT include the $.

5. Item # is a REQUIRED field for every item and is limited to 15 characters.

6. If including Cat1, TransType, Trans Sub-type, and Item Tax Rate, these values must be created in your Drop Down List Editor in your database BEFORE we can import and these values in your spreadsheet **must match**

exactly in spelling, spaces and case (lower or uppercase).

7. Item Name is limited to 50 characters.

Below is an example of Items and Vendors in a spreadsheet

Example of a spreadsheet Item list

	A	B	C	D	E	F	G
1	Item #	Item Name	Description	Price	Quantity	TaxRate	Unit Cost
2	76589373648	Pretzels	small bag	1.95	200	7	0.70
3	85746485857	Swim googles	Youth	12.95	40	7.5	8.00
4	84635327647	Leotards	Small black	9.99	30	7.5	6.50
5	74653736362	Piano Book 1	Piano Beg.	6.95	55	7.5	5.00
6	84647585976	FitTime Tshirt	Adult Med.	14.95	80	7	9.00

Your spreadsheet data columns can be in ANY ORDER; this is only an example, and a small sample of fields

There is a header row labeling each column.
Do not use $ or % characters.

Your Cat1, TransType, TransSubType, and Item Tax Rate must be created in Tools>Edit Drop Down Lists BEFORE they will import.

We can import many more Item fields than shown above –this is just a sample of typical column information.

Example of a spreadsheet Vendor list

	A
1	Vendor name
2	Sam's Club
3	Jantzen
4	Jerzees
5	Hallie's
6	Walmart
7	Barnes Publishing

List one vendor name per row

Skills/Level (optional)

You can import Skills/Levels and Subskills that can then be added to specific classes.

1. Row 1 must be a Header with each column clearly labeled as to the contents.

2. You can download the importer spreadsheet to use under Students > Skills/Levels and click on the Import Skills/Levels button.

3. Data must be one skill or subskill per row and a unique name is required for each Skill/Level.

4. If importing subskills, the main Skill/Level must be listed on its own row first, with the subskills then listed in their own rows separately (see sample below).

5. Descriptions can only be imported for the main Skill/Level (not subskills).

6. Video links can be imported for both Skills/Levels and subskills.

7. Skill/Level and Subskill fields are limited to 50 characters. The Skills Description field is limited to 250 characters.

Avoid using single quotes ('), double quotes ("), ampersand (&), and semi-colons (;) for skill and subskill data. Dashes (-) can be used when data needs to be broken up.

Below is an example of Skills/Levels and a subskill list

	A	B	C	D
1	Skill Category	Skill/Level	Subskill	Description (skills only, not for subskills)
2	Gymnastics	Vault 1		Vault - Level 1
3	Gymnastics	Vault 1	Subskill 1	
4	Gymnastics	Vault 1	Subskill 2	
5	Gymnastics	Cartwheel		Cartwheel
6	Gymnastics	Cartwheel	Subskill 1	
7	Gymnastics	Cartwheel	Subskill 2	
8				
9				
10				

Questions on what you see above? Contact our Import team at **Imports@JackrabbitTech.com** .