

Find your project and click “Manage Project.” Under the “Participants” tab click “Import Participants.” Do not use the Import Evaluators file as this file is incorrect.

Participants	Evaluators	Participant Email	Evaluator Email	Options
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+ Add Participant
Import Participants
Download Participant Status Details as CSV
Sort by Evaluator Status ▾

Click “Download the CSV Sample”.

Import participants from CSV file

Upload your CSV file:

No file selected Browse File

Not sure about the format of the file? [Download the CSV sample.](#)

Upload Participants Cancel

Open the CSV file called “import_participants_sample.csv”

	A	B	C	D	E	F
1	participant group	email	relationship to participant	first name	last name	language
2	group1	imp001@fcgtest.com	self	Jill	Johnson	english
3	group1	imp002@fcgtest.com	boss boss	Jane	Doe	english
4	group1	imp003@fcgtest.com	boss	Jim	Doit	english
5	group1	imp004@fcgtest.com	peer	John	Jameson	english
6	group1	imp005@fcgtest.com	direct report	Jack	Jefferson	english
7	group1	imp006@fcgtest.com	other	Janice	Olson	english
8	group2	imp007@fcgtest.com	self	Randy	Johnson	english
9	group2	imp008@fcgtest.com	boss	Rita	McKay	english
10	group2	imp009@fcgtest.com	direct report	Rizo	Romero	english
11	group2	imp0010@fcgtest.com	peer	Raul	Rodriguez	english
12	group3	imp0011@fcgtest.com	self	Mandy	Johnson	english
13	group3	imp0012@fcgtest.com	boss	Rita	McKay	english
14	group3	imp0013@fcgtest.com	direct report	Martha	Main	english
15	group3	imp0014@fcgtest.com	peer	Raul	Rodriguez	english

Each group (group1, group2, group3) begins with the participant (completing self-survey) information. See yellow highlight.

The evaluator information is added for each participant. The group (group1, group2, group3, etc.) tells the system which participant the evaluators belong to. To add more evaluators, insert additional rows.

The format of the information such as column order, group1, direct report, English, etc., must remain as is for the file to import. There can be no extra spaces when copying email addresses or names. The file needs to be saved as a CSV file.

If you are importing participants for a Leadership Culture Survey, the group1, group2, etc. refers to the participant, not to groupings for breakout reports. LCS participant sample file below. The file needs to be saved as a CSV file.

	A	B	C	D	E	F
1	participant group	email	relationship to participant	first name	last name	language
2	group1	imp001@fcgtest.com	self	Jill	Johnson	english
3	group2	imp007@fcgtest.com	self	Randy	Johnson	english
4	group3	imp0011@fcgtest.com	self	Mandy	Johnson	english
5	group4	imp0012@fcgtest.com	self	Rita	McKay	english
6	group5	imp0013@fcgtest.com	self	Martha	Main	english
7	group6	imp0014@fcgtest.com	self	Raul	Rodriguez	english

When the file is ready, click “Browse File” and select the CSV file.

Import participants from CSV file

Upload your CSV file:

Browse File

Not sure about the format of the file? [Download the CSV sample.](#)

Upload Participants

Cancel

After you select the file, click “Upload Participants.”

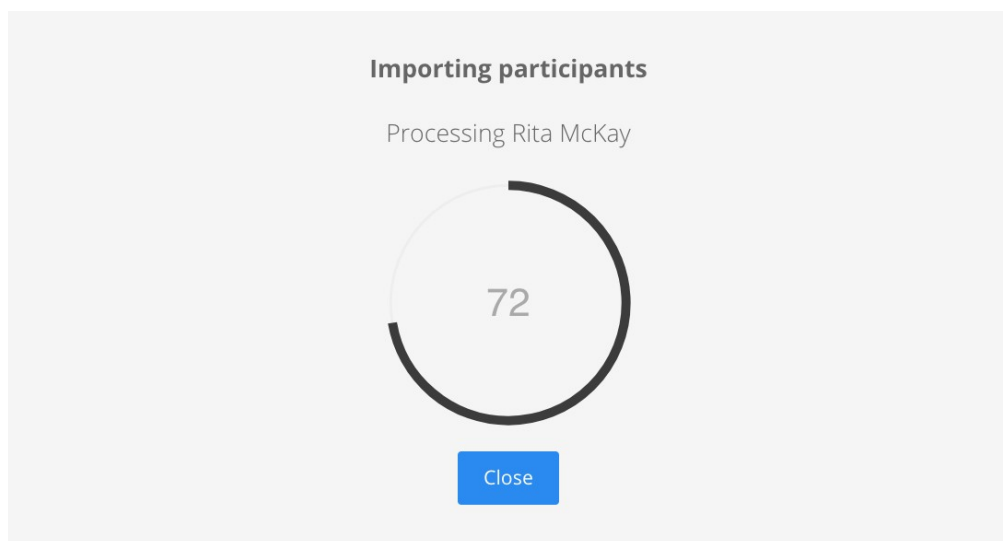
You will see a review page of the participants and/or evaluators to be uploaded. The message

says “participants” even though the list may be a combination of participants and evaluators.

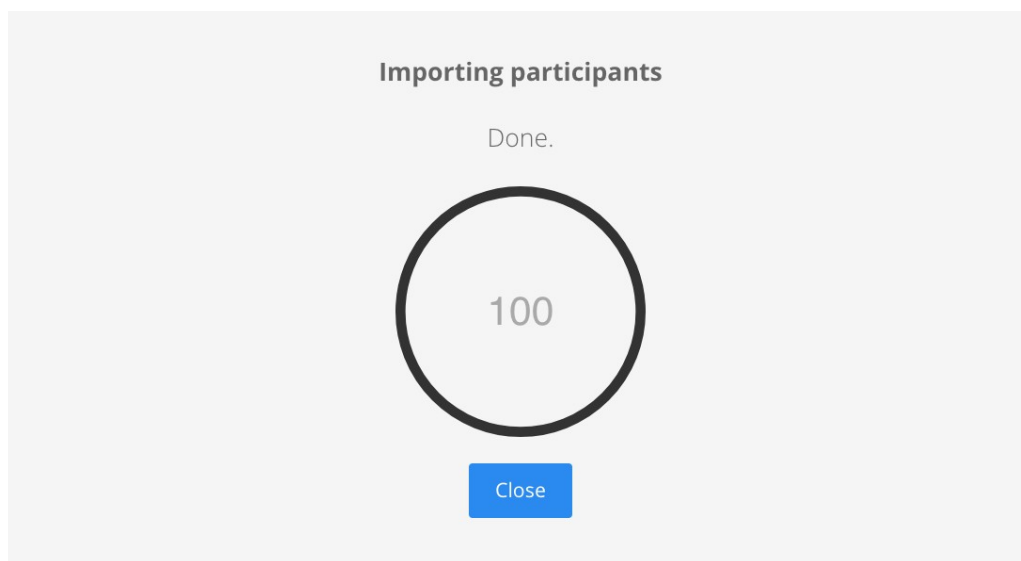
We're almost there...
14 participants were found. Please confirm the match is right:

First Name	Last Name	Email Address
Jill	Johnson	imp001@fcgtest.com
Jane Existing first name: Jane	Doe Existing last name: Doe	imp002@fcgtest.com User with this email already exists
Jim Existing first name: Jim	Doit Existing last name: Doit	imp003@fcgtest.com User with this email already exists
John Existing first name: John	Jameson Existing last name: Jameson	imp004@fcgtest.com User with this email already exists
Jack Existing first name: Jack	Jefferson Existing last name: Jefferson	imp005@fcgtest.com User with this email already exists
Janice Existing first name: Janice	Olson Existing last name: Olson	imp006@fcgtest.com User with this email already exists
Randy	Johnson	imp007@fcgtest.com
Rita Existing first name: Rita	McKay Existing last name: McKay	imp008@fcgtest.com User with this email already exists
Rizo Existing first name: Rizo	Romero Existing last name: Romero	imp009@fcgtest.com User with this email already exists
Raul Existing first name: Raul	Rodriguez Existing last name: Rodriguez	imp010@fcgtest.com User with this email already exists
Mandy	Johnson	imp011@fcgtest.com
Rita Existing first name: Rita	McKay Existing last name: McKay	imp012@fcgtest.com User with this email already exists
Martha Existing first name: Martha	Main Existing last name: Main	imp013@fcgtest.com User with this email already exists
Raul Existing first name: Raul	Rodriguez Existing last name: Rodriguez	imp014@fcgtest.com User with this email already exists

If the list is correct, click “It’s right! Complete import.” You will see a visual of the import status.



Click “Close” when the import is complete.



You will see the participants added to the project.

Total of Participants	Completed Self-Surveys	In Progress *	Not Started	0 of 15 Evaluations Completed 0 of 4 Selves completed 0 of 1 Boss's Bosses completed 0 of 3 Bosses completed 0 of 3 Peers completed 0 of 3 Direct Reports completed 0 of 1 Others completed
4	0	0	4	

PARTICIPANT DETAILS	SELF-SURVEY STATUS	EVALUATOR STATUS	ACTIONS
▶ Jill Johnson Email: imp001@fcgtest.com Survey Language: English No e-mails ever sent	0 of 131 questions	0 of 5 evaluators	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #f8d7da; padding: 5px; border: 1px solid #f5c6cb;"> ✉ Send Invite No e-mails ever sent </div> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 3px;"> ✎ Edit Participant </div> </div>
▶ Mandy Johnson Email: imp0011@fcgtest.com Survey Language: English No e-mails ever sent	0 of 131 questions	0 of 3 evaluators	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #f8d7da; padding: 5px; border: 1px solid #f5c6cb;"> ✉ Send Invite No e-mails ever sent </div> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 3px;"> ✎ Edit Participant </div> </div>
▶ MARILYN DEMOND Email: mdemond+31@gmail.com Survey Language: English No e-mails ever sent	0 of 131 questions	0 of 0 evaluators	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #f8d7da; padding: 5px; border: 1px solid #f5c6cb;"> ✉ Send Invite No e-mails ever sent </div> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 3px;"> ✎ Edit Participant </div> </div>
▶ Randy Johnson Email: imp007@fcgtest.com Survey Language: English No e-mails ever sent	0 of 131 questions	0 of 3 evaluators	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #f8d7da; padding: 5px; border: 1px solid #f5c6cb;"> ✉ Send Invite No e-mails ever sent </div> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 3px;"> ✎ Edit Participant </div> </div>