

Importing Students as CSV to Trio Education Panel

Step1: Prepare the CSV File

Before importing students into the Trio Education panel, you need to create a CSV file. To make the data entry process even more convenient, we've included a sample CSV file that you can download and use as a template for your student data.

Ensure that the CSV file adheres to the following format and data types:

Field	Mandatory	Data Type	Example
first_name	Yes	Text	John
last_name	Yes	Text	Smith
phone_number	No	Number	491234567890
email	Yes	Text (email)	john@gmail.com
birthday	Yes	Number	20070103
gender	Yes	Text	boy or girl (choose one)
parent_name	Yes	Text	Jane Smith
parent_email	No	Text (email)	jane@gmail.com
parent_phone	No	Number	491234567891
parent_relation	No	Text	Mother, Father, Guardian, etc.

Step2: Format the CSV File

While preparing the CSV file, kindly ensure that you use the same attributes and data types to represent the user data. Follow these additional instructions:

1. **Data Accuracy:** Double-check the data for accuracy. Ensure that phone numbers are in the correct format, email addresses are valid, and dates of birth follow the specific format (YYYYMMDD)
2. **Gender:** For the gender field, only use boy or girl as choices.