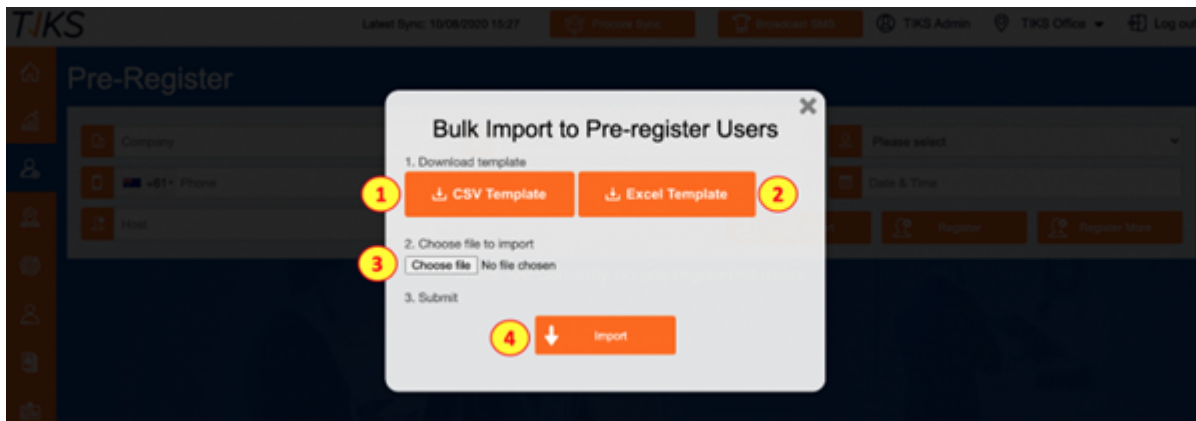


How do I bulk register a group of users?

The bulk register function is pre-registering a group of visitors all at once, this is useful if you have many visitors you would like to pre-register. Click “Bulk Import” to register a group of users.



Click “Bulk Import” then it gives you the options of downloading a CSV or Excel Template, you will need to fill out **one** with the user information and import to the platform.

1. **CSV Template:** This allows you to download a CSV Template, you will then need to fill this out with the user information.
2. **Excel Template:** This allows you to download a Excel Template, you will then need to fill this out with the user information.
3. **Choose File:** Choose the CSV or Excel file that you want to import.
4. **Import:** Import the user information.

Revision #1

Created 4 years ago by [Admin](#)

Updated 4 years ago by [Admin](#)