



# How To Upload Attendees

CONFERENCE CENTER

ReadyTalk

Using ReadyTalk's attendee upload feature makes it easy to generate revenue by charging for webinars and training sessions. If you prefer to use a third-party registration tool, this feature allows you to upload contacts so participants only have to register once.

The attendee upload feature allows you to collect registrations through an e-commerce solution, a marketing automation system or any other registration system while still leveraging ReadyTalk's pre- and post-meeting tools:

- Custom confirmations and meeting updates
- Marketing campaign tracking
- Follow-up emails to participants and no-shows
- Complete post-conference reports

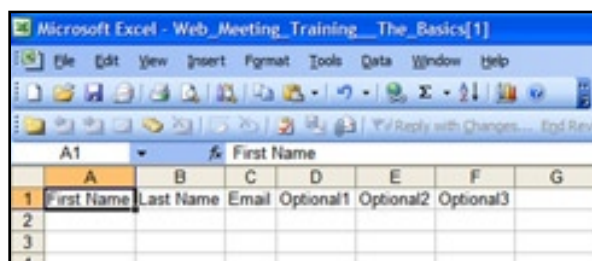
## How to Upload Confirmed Attendees

Schedule a ReadyTalk meeting with pre-registration and auto confirmation turned on. Return to the Meeting Details page and click on the **Upload Confirmed Attendees** link next to the Send Invitations button. A pop-up window should appear.

## Step 1 - Download Meeting Template

Click on the file name to initiate download of a .csv file containing column headings that match the registration form fields for this meeting. This .csv file is compatible with most spreadsheet applications and database management systems including Microsoft Excel and Apple's Numbers.

Enter your attendee data into the template and save the document as a comma separated value formatted file (.csv).

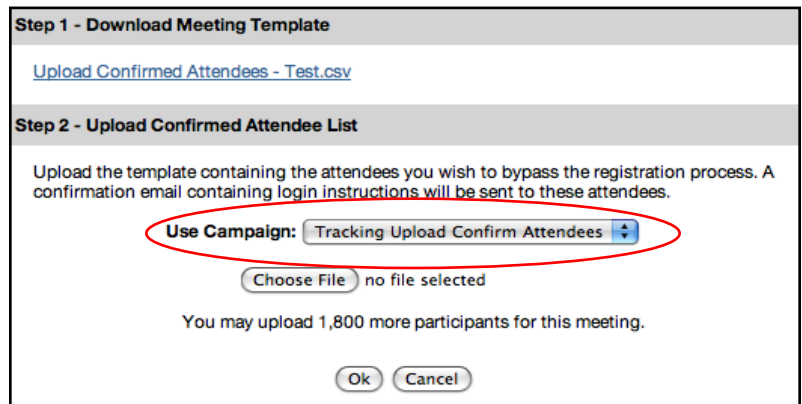


## Step 2 – Upload the Attendee List

Click on the Choose File button.

Browse and select the .csv file that contains the attendee list and click OK.

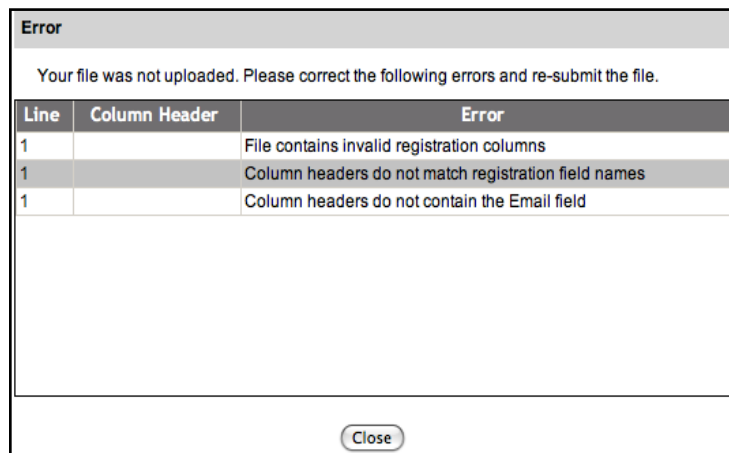
Optional: Assign the appropriate marketing campaign for proper lead tracking by clicking on the arrow next to Use Campaign (marketing campaigns can be created during the scheduling process).



A pop-up window will confirm the number of participants you are adding; click OK if the number is correct. You will receive a confirmation that the upload was a success. When the process is complete, uploaded attendees will receive the meeting confirmation email that contains all of the information for joining the audio and web portion of your meeting. They will also appear in the meeting registration report.



Click Close on the confirmation window to return to the Meeting Details page.



### Errors:

If the upload fails, an Error window will appear after you click OK. The error messages will indicate the line(s) with error(s). Please make the recommended changes to the .csv file before attempting to upload the file again.

## About ReadyTalk

ReadyTalk is committed to helping customers conduct successful audio and web conferences of all sizes – from small, ad hoc meetings to large, formal events. Visit [www.readytalk.com](http://www.readytalk.com) to learn more about our full range of technology and services including:

**Audio Conferencing • Web Conferencing • Event Services • Recordings and Podcasts**