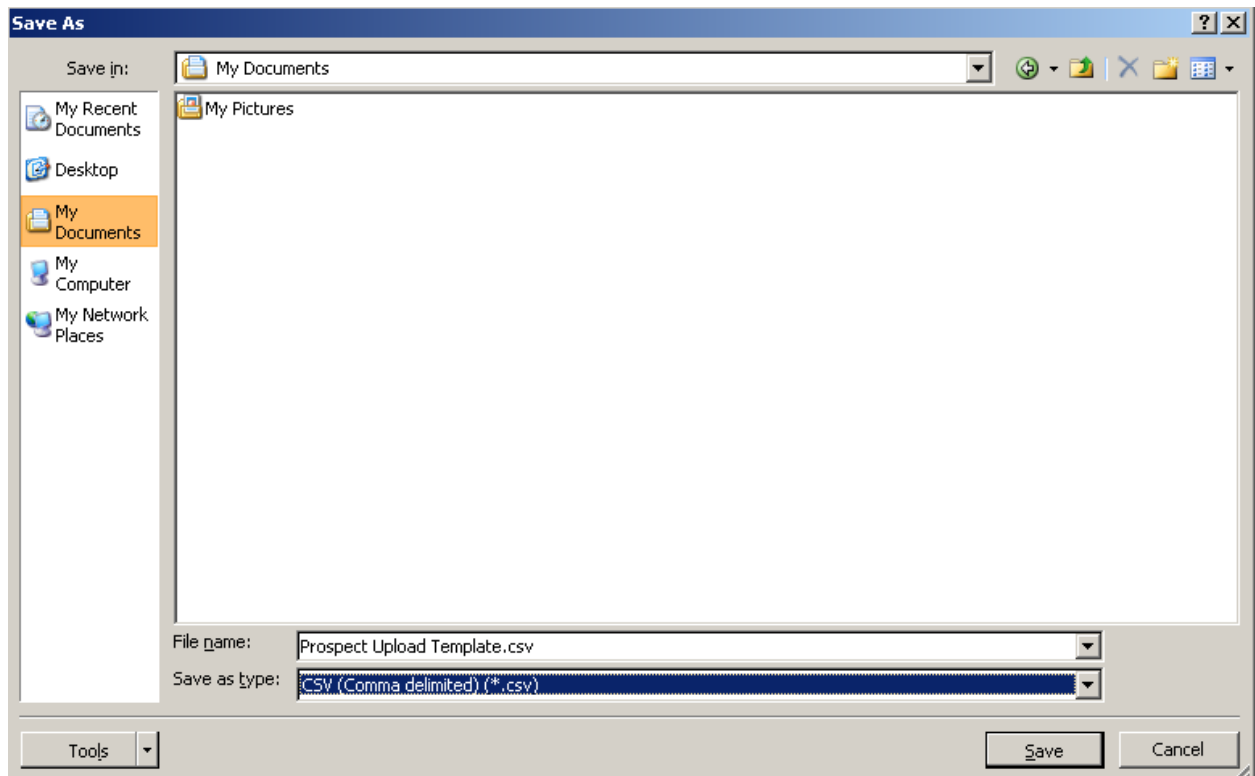




After typing in a maximum of 20 Inquirers, make sure to Save the file As a .CSV file.



When you have everything set (Community, Prospect Status, and your templates), click 'Import'.

Marketing Event  
**Groundhog Day**

[Open Activities \[0\]](#) | [Activity History \[6\]](#) | [Notes & Attachments \[0\]](#) | [Prospect Status \[2\]](#) | [Attendees \[7\]](#) | [Prospect](#)

[Customize Page](#) | [Edit La](#)

**Marketing Event Detail**      [Edit](#) [Delete](#) [Clone](#) [Submit for Approval](#) [Import](#)

Marketing Event Name	Groundhog Day	Owner	Larry Wieskoj
Community	iaRetirement - GTA	Event Date	2/2/2012
Type	Marketing; Resident Lifestyle		

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▼ **Planning**

Marketing Plan	Monthly Community Outreach	Audience	Prospect; Reside
Budget	\$800.00		
Target No. of Visitors	20		

Click *Browse* and search your desktop for the template you have just created.

---

## Upload data from CSV file

The value of the parameter name passed to this page is :a08A0000009JELK



**Note: Please use the standard template to upload Prospects. [Click here](#) to download the template.**

Click *Upload File* and there will be a summary of the prospects you had on your excel sheet. They have all been added as prospects connected to your community and that marketing event.

Note: Currently only 20 prospects at a time can be uploaded. Create different files to make it easier to also sort by Prospect Status. Just change the status when doing another import of Prospects with the same status.