

Family Name	Address1	Address2	Address3	Country	State	City	PostCode	Primary Parent Title	Primary Parent First Name	Primary Parent Last Name	Primary Parent Email	Primary Parent Country Code	Primary Parent Contact
Brown's Family	Middlesex	Hazelmere Road	Northolt	UK	London	London	UB5 6AG	Mr.	John	Brown	john-brown@gmail.com	44	7862154689
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INSTRUCTIONS FOR UPLOADING DATA FOR NEW PARENT:

ALWAYS DOWNLOAD THE LATEST CSV FORMAT FROM THE WEB PANEL BEFORE ATTEMPTING TO UPLOAD DATA.

PLEASE DO NOT DELETE THE HEADER ROW (COLUMN TITLE), ELSE DATA UPLOAD WILL FAIL

COLUMNS IN RED ARE MANDATORY AND THE IMPORT/UPDATE WILL FAIL IF THIS IS MISSING

ADDITIONAL PARENT/GUARDIAN DETAILS ARE OPTIONAL. PLACEHOLDERS FOR ATHEM ARE PROVIDED IN THE ACTUAL FILE AND UPTO 2 ADDITIONAL PARENTS/GUARDIANS DETAILS CAN BE ADDED.

DETAILS IN BLACK ARE OPTIONAL FIELDS.

THE PRIMARY PARENT E-MAIL HAS TO BE THE SAME ACROSS GENIUSONE (WHEN UPLOADING STUDENT DATA, FOR EXAMPLE). THIS WILL LINK THE STUDENT TO THE CORRECT FAMILY. IF GENIUSONE CANNOT FIND A MATCH FOR THE PRIMARY PARENT EMAIL THE GROUPING OF STUDENTS TO THE CORRECT FAMILY WILL FAIL.

GUARDIAN DATA IS OPTIONAL BUT IF YOU WANT TO ADD THEM THEN GUARDIAN FIRST NAME, LAST NAME AND EMAIL SHOULD BE FILLED MANDATORILY, OTHERWISE GUARDIAN DATA WILL NOT BE ADDED/UPDATED.

ONLY NUMERIC VALUE SHOULD BE PUT IN THE COUNTRY CODE AND CONTACT NUMBER. ONLY EXCEPTION IS THE COUNTRY CODE WHERE THE + SIGN CAN BE ADDED. FOR E.G, +44 FOR THE UK OR +1 FOR US/CANADA



INSTRUCTIONS FOR UPDATING DATA FOR EXISTING PARENT:

DOWNLOAD/EXPORT FAMILY DATA FROM GENIUSONE USING THE 'EXPORT' BUTTON FOUND UNDER THE FAMILY VIEW. ALWAYS EXPORT THE LATEST FILE BEFORE ATTEMPTING TO UPDATE DATA USING BULK UPLOAD

PLEASE DO NOT DELETE THE HEADER ROW (COLUMN TITLE), ELSE DATA UPLOAD WILL FAIL

COLUMNS IN RED ARE MANDATORY. THE IMPORT/UPDATE WILL FAIL IF THIS IS MISSING

DETAILS IN BLACK ARE OPTIONAL FIELDS

THE PRIMARY PARENT EMAIL CANNOT BE CHANGED USING THE CSV BECAUSE IT CONNECTS THE STUDENTS AND ADDITIONAL PARENT TO A FAMILY. YOU CAN DO A SWAP OF AN ADDITIONAL GUARDIAN TO THE PRIMARY PARENT THROUGH THE WEB PORTAL

GUARDIAN DATA IS OPTIONAL BUT IF YOU WANT TO ADD THEM THEN GUARDIAN FIRST NAME, LAST NAME AND EMAIL SHOULD BE FILLED MANDATORILY, OTHERWISE GUARDIAN DATA WILL NOT BE ADDED/UPDATED.

ONLY NUMERIC VALUE SHOULD BE PUT IN THE COUNTRY CODE AND CONTACT NUMBER. ONLY EXCEPTION IS THE COUNTRY CODE WHERE THE + SIGN CAN BE ADDED. FOR E.G, +44 FOR THE UK OR +1 FOR US/CANADA