CollegeBoard

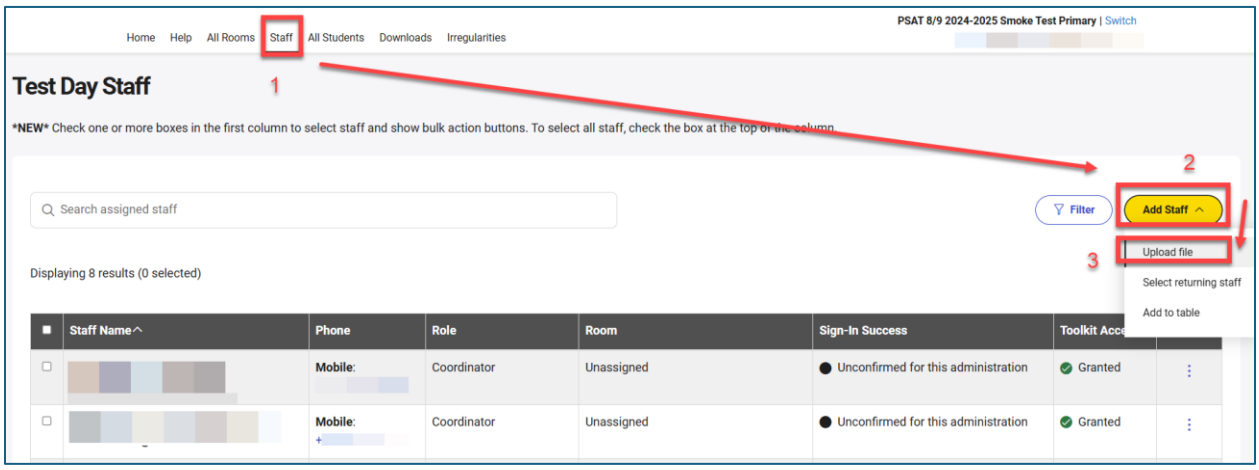
Bulk Uploading Steps for International Phone Numbers

Coordinators may bulk upload all new testing staff to the Test Day Toolkit app by selecting "Upload file" in the "Add Staff" feature. To successfully upload the staff file, coordinators with international phone numbers must manually format the phone numbers within the CSV template prior to uploading.

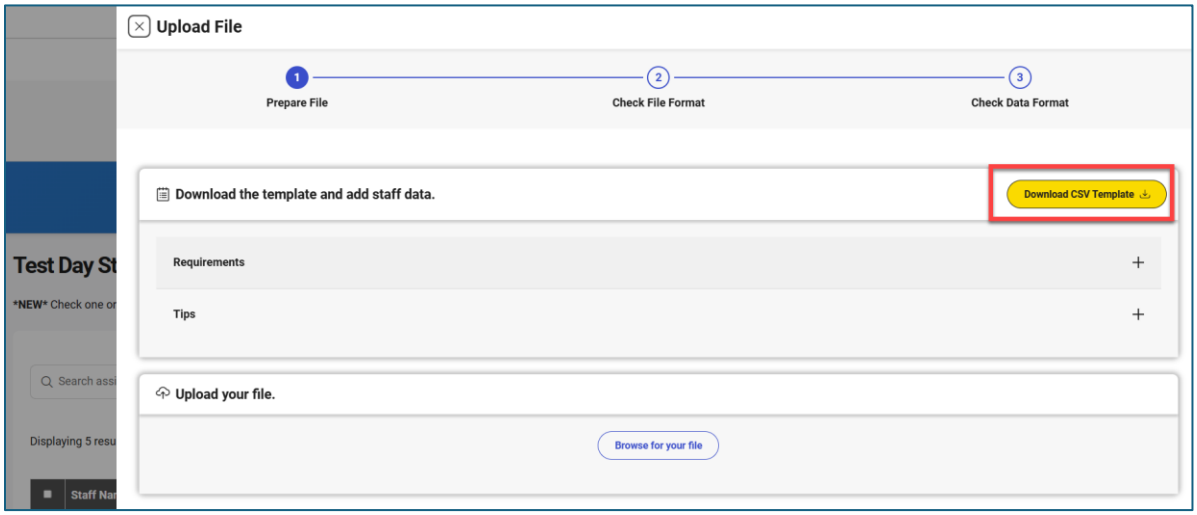
The guidance below is intended to ensure proper formatting before uploading to Test Day Toolkit.

Formatting a CSV template file

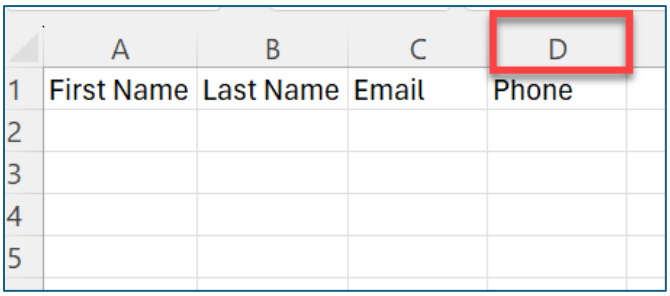
1. Log in to Test Day Toolkit and navigate to the Staff page.
2. Click the "**Add Staff**" button and select the "Upload file" option.



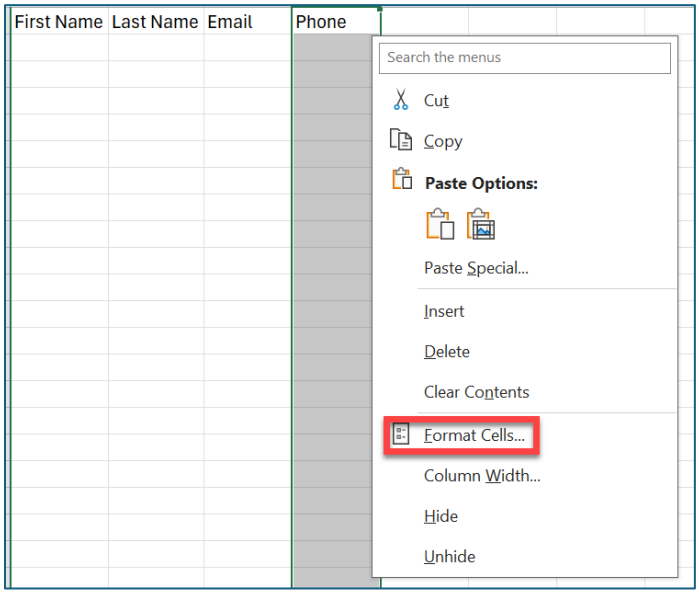
3. Click the "**Download CSV Template**" button.



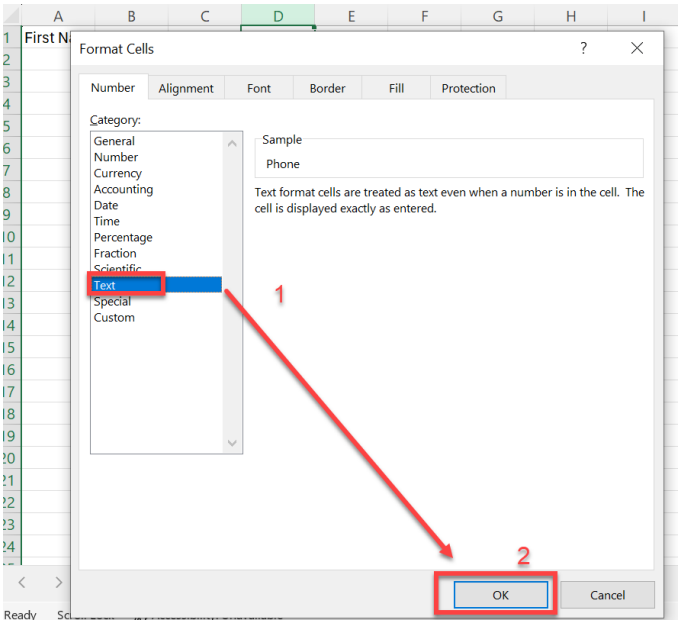
4. Open the downloaded CSV template in Excel.
5. Click **“D”** to select the entire “Phone” column.



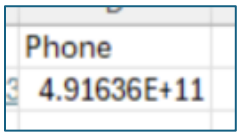
6. Right click in the shaded area, then select “Format Cells” from the menu options.



7. Select the “Text” option from the menu and click the “**OK**” button.

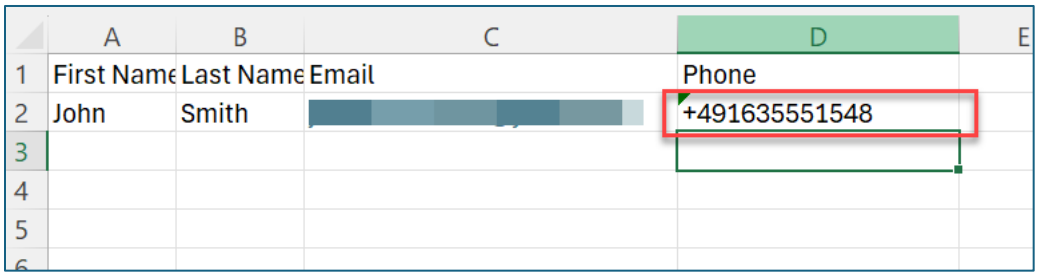


8. Your “Phone” column is now formatted as text and is able to contain numbers larger than 10 digits without reformatting them to a compacted exponential number.
9. Fill out the First Name, Last Name, Email, and Phone information for the staff you are adding.
    a. You MUST add a “+” and the appropriate Country Code ahead of the staff member’s phone number when adding international phone numbers to the CSV.
    b. If your Phone column was not formatted correctly, your number will appear as exponential, you will need to delete it and reformat the column before re-adding it.

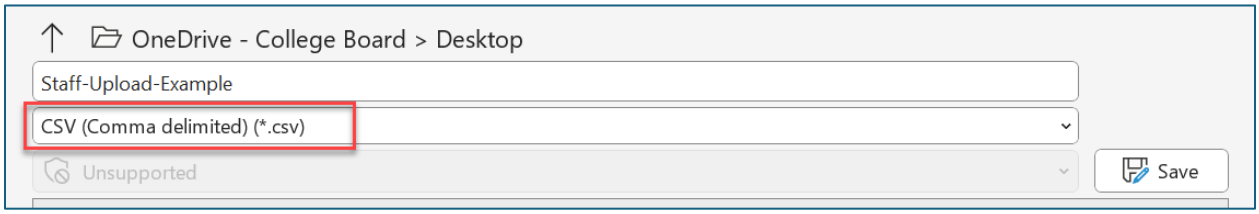


< **Incorrect formatting**

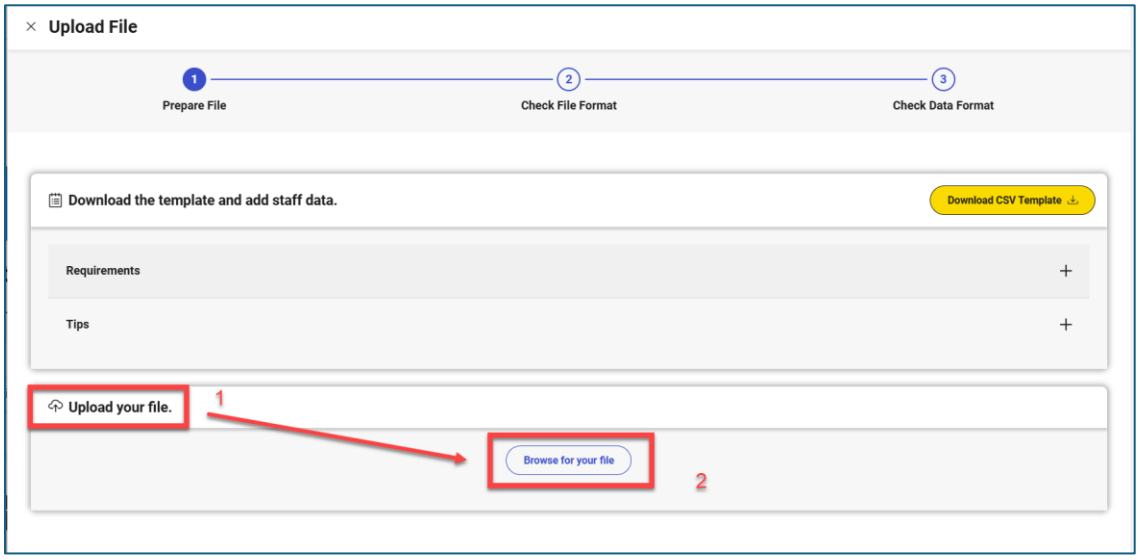
10. When formatted correctly, the phone number will appear as a string of numbers after the “+”.



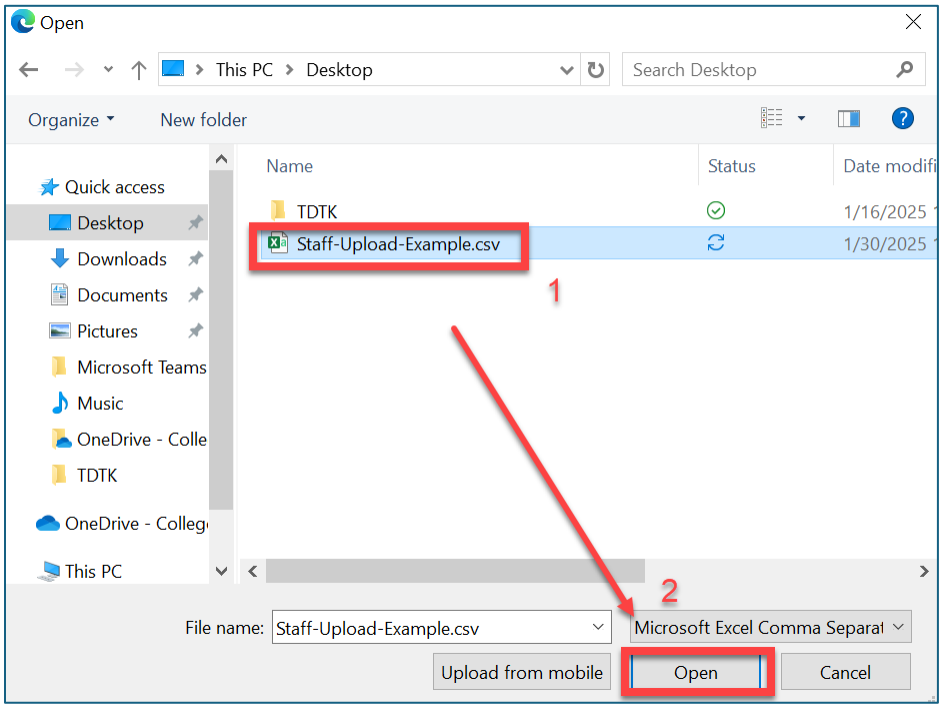
11. Save your file, being sure it remains a CSV file type.



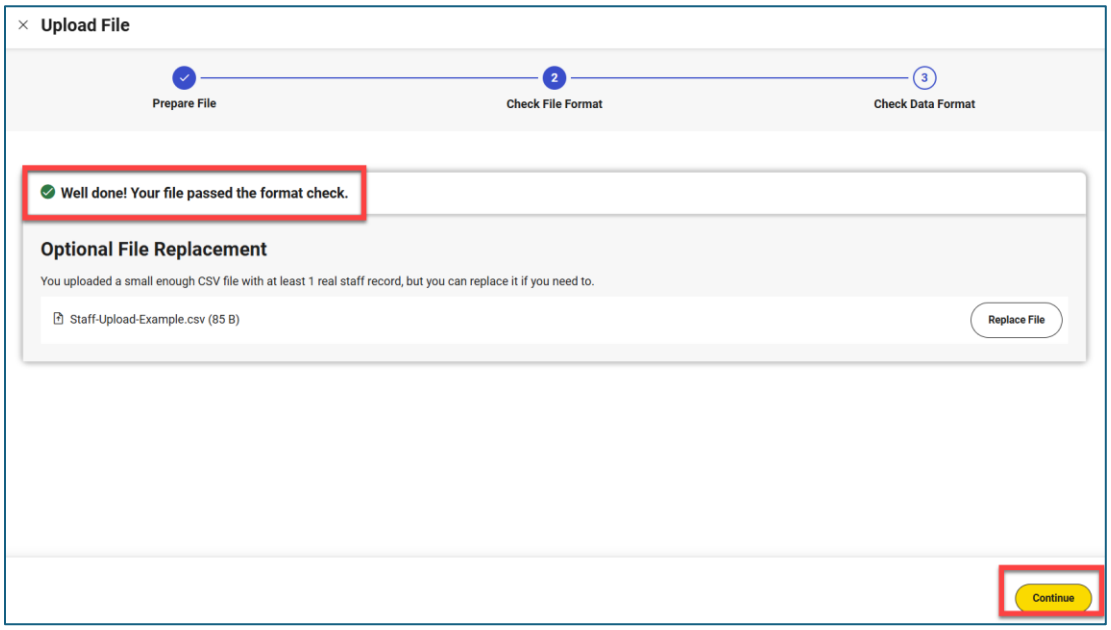
12. Go back to Test Day Toolkit and click the "**Browse for your file**" button from the "Upload your file" Section.



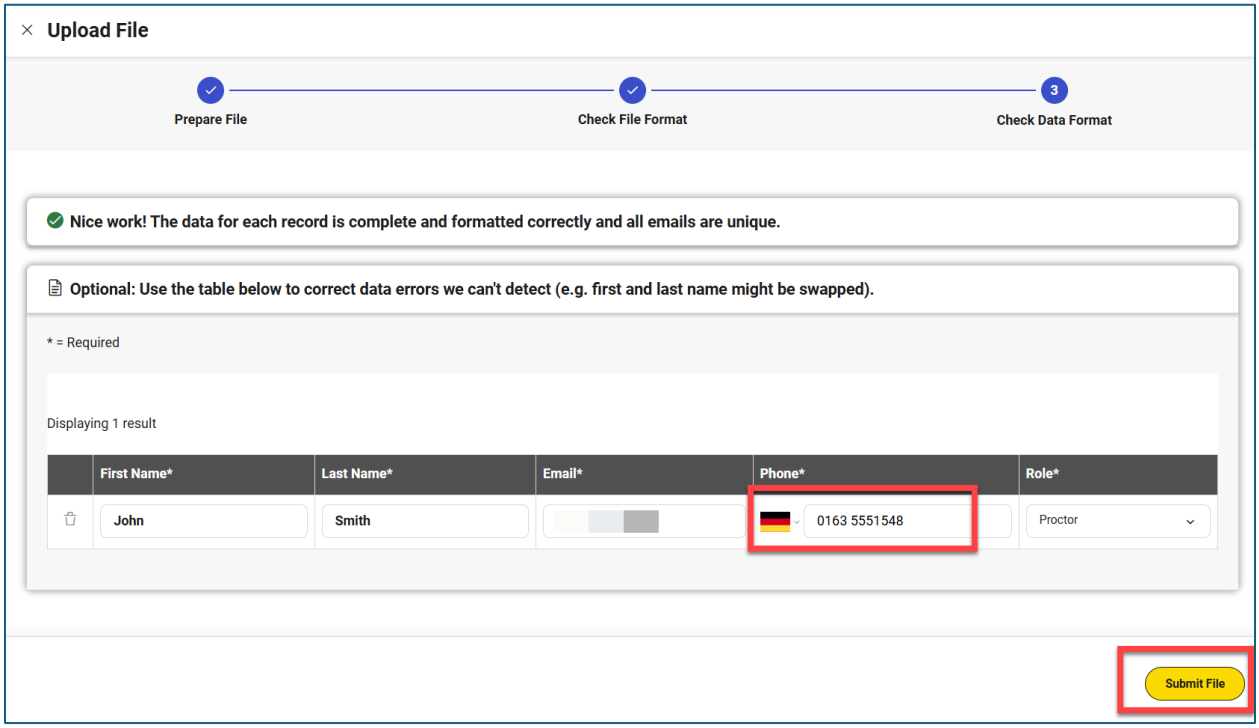
13. Find and select your file, then click the "**Open**" button.



14. If your file passes the format check, you can click "**Continue**" to move on. If it does not pass, you will need to make changes and try again.

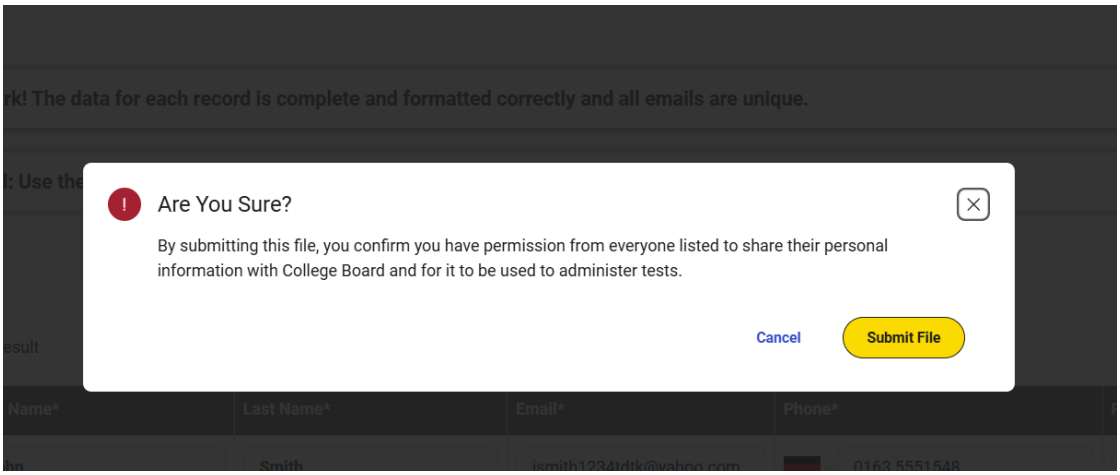


15. If the formatting in the CSV file was done correctly, the international phone numbers will appear in their field with the country code removed from displayed phone number, but the country code is utilized to show the appropriate country flag. No changes are needed if the country flag is correct.



a. If you see a U.S. flag and a "+1" attached to the phone number, all formatting rules were not followed.
    i. You can either cancel the file upload ("x" in top left corner) and correct the file and reupload, or
    ii. You can delete the +1 from the number in the table and make sure the correct country flag is showing before clicking submit.

16. Click "**Submit File**" and a pop-up will appear where you will confirm that you are ready to submit. Click "**Submit File**" again to continue.



17. You will receive a pop-up alerting you that your staff was successfully added.
18. Navigate to your active staff list, and you will see the staff member added and the phone number listed correctly.

