Navigate to your Facility Dashboard
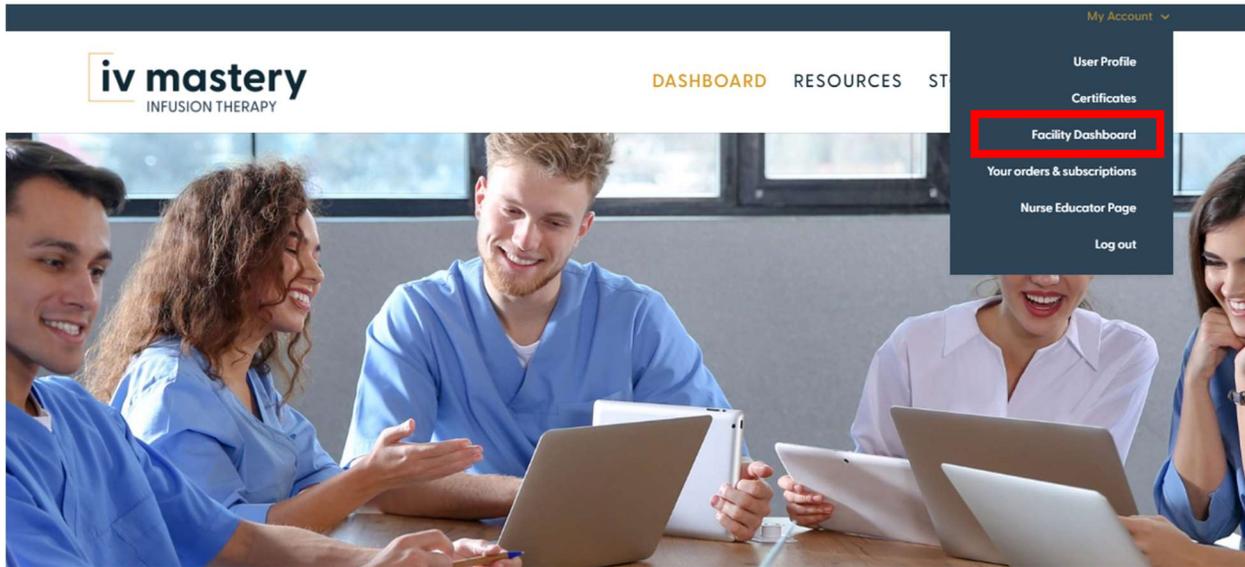
Scroll down to the "Batch upload members" section.

Click "Download this blank CSV file to get started."

The blank CSV file should look like this.

Enter the first name, last name, email, state abbreviation, and title of one employee per row.

Save the file where you can easily retrieve it.
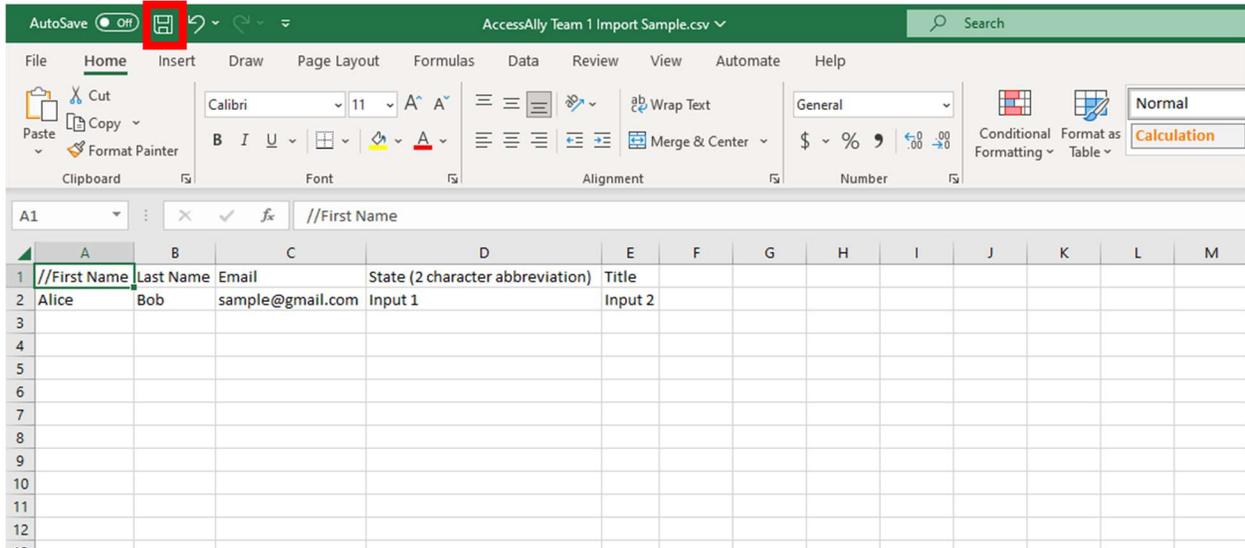
Click "Select batch import file".
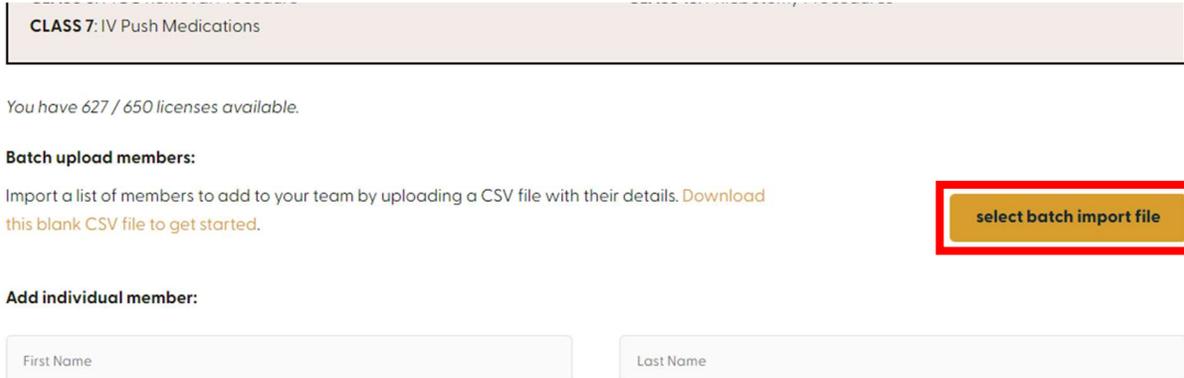
Select the CSV file in which you have entered your nurses' information.
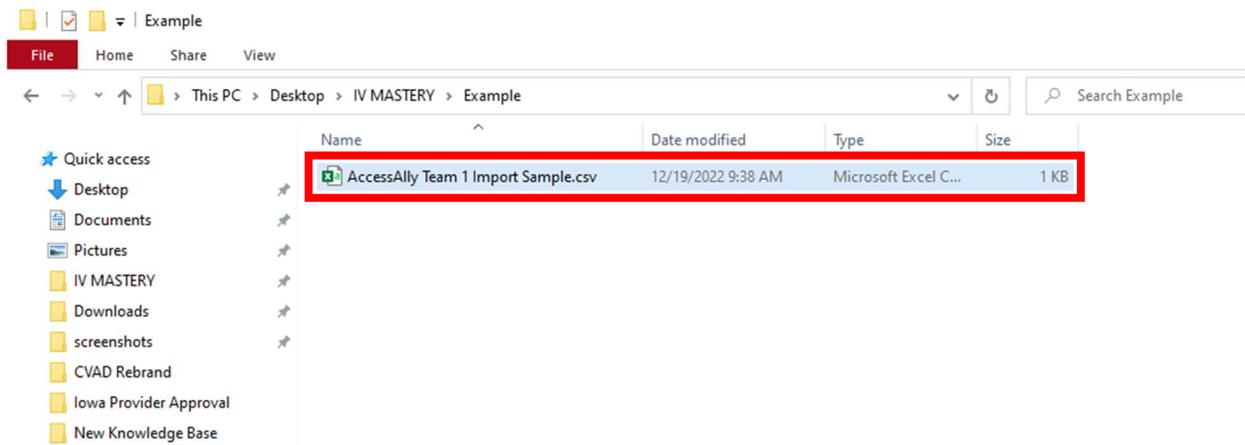
Ensure you newly added employees' details are correct in the preview window.

Batch upload members:

Import a list of members to add to your team by uploading a CSV file with their details. Download this blank CSV file to get started.

First Name	Last Name	E-mail	Select your state (used for assigning state-specific classes)	Enter the employee's title (e.g., RN)	Status
Alice	Bob	sample@gmail.com	Input 1	Input 2	

import

Click "Import".

Batch upload members:

Import a list of members to add to your team by uploading a CSV file with their details. Download this blank CSV file to get started.

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Alice	Bob	sample@gmail.com	Input 1	Input 2	

import

Your newly added employees will appear in the "Existing member accounts" section.

Existing member accounts:

complete class 1 (all employees)	complete class 2 (all employees)	complete class 3 (all employees)
complete class 4 (all employees)	complete class 5 (all employees)	complete class 6 (all employees)
complete class 7 (all employees)	complete class 8 (all employees)	complete class 9 (all employees)

complete class 10 (all employees)   complete florida class (all employees)   complete new york class (all employees)

complete texas class (all employees)   complete new hampshire class (all employees)

complete district of columbia class (all employees)   complete kentucky class (all employees)

complete maine class (all employees)   complete class 11 (all employees)   complete class 12 (all employees)

complete class 13 (all employees)   complete pennsylvania class (all employees)

Find team member   **expand all**   **collapse all**

Emilia Farrace (emilia@launch-it.co)   ▶

Hughes Villeneuve (villeneuvehugh@gmail.com)   ▶