

## **FIELDS FOR MEMBERSHIP IMPORT**

**Address** – Main address line

**Address line 2** – additional address line (Apt #, PO Box, etc.)

**Baptized Date** – mm/dd/yyyy format

**Birth Date** – mm/dd/yyyy format

**Carrier Sort**

**Cell Phone Number**

**City**

**Confirmed Date** – mm/dd/yyyy format

**Country**

**Date Joined** – mm/dd/yyyy format

**Email 1** – usually home email

**Email 2** – can be work email or alternate email

**Email 3** – can be work email or alternate email

**Employer**

**Envelope #** - important if you plan on importing contribution data as well.

**Extra Text Field** (1) – can be used for any text info, up to 20 characters

**Extra Text Field** (2) – can be used for any text info, up to 20 characters

**Extra Text Field** (3) – can be used for any text info, up to 20 characters

**Extra Text Field** (4) – can be used for any text info, up to 20 characters

**Extra Date Field** (1) – can be used for any other date you need to import

**Extra Date Field** (2) – can be used for any other date you need to import

**Extra Date Field** (3) – can be used for any other date you need to import

**Extra Date Field** (4) – can be used for any other date you need to import

**Family ID Number** – Number that identifies what family that individual belongs to

**First Name**

**Gender**

**Home Phone**

**How Joined**

**Last Name**

**Marital Status**

**Member Status**

**Middle Name**

**Occupation**

**Preferred Name** – if this is blank, do not import.

**Relationship** – important, see Import Tip sheet

**Salutation** – if this is blank, do not import.

**School Grade**

**State**

**Sunday school**

**Title** – If no titles, see Import Tip sheet.

**Unlisted Phone** – field that indicates home phone should be unlisted, usually true or false

**Wedding Date** – mm/dd/yyyy format

**Work Phone #**

**Zip Code**