

# Adding Counselors or other non-Teachers to your event

**Q: Our counselors don't have specific classes with students. Can we mass-import a custom list of "counselors" (teachers), as well as class-teacher and class-student associations, into pickAtime?**

Yes, you can achieve this by using the pickAtime Importer. This allows you to manually define counselor-student relationships.

## Step 1: Prepare Your Data Files

You will need to create and import three Tab-delimited text files (\*.txt or \*.tsv):

File Type	Requirement	Key Instruction
<a href="#">Teacher file</a>	List of Counselors	Use your school's existing staff IDs as the TeacherID. If your counselors do not have internal IDs, you may generate custom IDs for them. Please ensure each TeacherID is unique and consists only of alphanumeric characters.
<a href="#">Class file</a>	"Counselor Classes"	Create a unique ClassID (e.g., smith_counselor) and ClassName (e.g., Counselor John Smith) for each counselor.
<a href="#">Enrollment file</a>	Student Rosters	Use the ClassID from Step 2 and the StudentID from the student file you imported earlier. to link them.

If you have only a few counselors, you can simply manually add them in the Admin UI, and import the enrollment file. To manually add a counselor go to the Class Editor page. Select Add Teacher/Team > Add Teacher. In the dialog box that comes up search for and select your counselor, or select the Add option to add a new counselor. Once completed you will see your counselor listed on the left-hand side of the Class Editor page. Select the counselor and then select the Add Class button. Give your class a name that you will then use on the Enrollment file to link your students to this class.

## Step 2: Run the Import

1. Go to the Importer page.
2. Set Data Type to "School".
3. Select your specific event from the Event dropdown.
4. Upload the files one by one in this order: Teacher → Class → Enrollment.
5. Click Select File and Import for each.

## Step 3: Verification

Once the imports are complete, open your event in the Admin UI and navigate to the Class Editor. Here, you can verify that the counselors are correctly linked to their assigned students.

---

Revision #4

Created 2026-04-09 22:23:51 UTC by Tara Cicora

Updated 2026-05-26 23:52:51 UTC by Anne Taves