Adding Counselors or other non-Teachers to your event

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Q: Our counselors don't have specific classes with students. Can we mass-import a custom list of "counselors" (as teachers), along with counselor-student associations?

Yes — use the pickAtime Importer to define these relationships manually, even though counselors don't map to traditional classes.

Step 1: Prepare Your Data Files

You'll need three **tab-delimited text files** (`.txt` or `.tsv`):

File	Purpose	Key Instructions
Teacher file	List of counselors	Use existing staff IDs as the **TeacherID**. If counselors don't have one, generate a custom ID — it must be **unique** and **alphanumeric only**.
Class file	"Counselor classes"	Create a unique **ClassID** (e.g., `smith_counselor`) and **ClassName** (e.g., `Counselor John Smith`) for each counselor.
Enrollment file	Student rosters	Link students to counselors using the **ClassID** from the Class file and the **StudentID** from your existing student file.

> **Only a few counselors?** You can skip the Teacher and Class file imports and add them manually instead — see below.

Alternative: Add Counselors Manually (No Import Needed)

1. Go to **Class Editor**.
2. Click **Add Teacher/Team → Add Teacher**.
3. In the dialog, search for and select the counselor, or click **Add** to create a new one.
4. The counselor will now appear on the left side of Class Editor. Select them.
5. Click **Add Class**, and name it something you'll reference in your Enrollment file (e.g., `Counselor Smith`).

You can then import just the **Enrollment file** to populate student rosters for these manually created classes.

Step 2: Run the Import

1. Go to the **Importer** page.
2. Set **Data Type** to **"School."**
3. Select your event from the **Event** drop-down.
4. Upload files **in this order**: **Teacher → Class → Enrollment**.
5. For each file, click **Select File**, then **Import**.

Step 3: Verify

1. Open your event in the Admin UI.
2. Go to **Class Editor**.
3. Confirm counselors are correctly linked to their assigned students.

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