People File

The **People File** is used to import contact records for use in an event. This file can include different types of participants, such as teachers, students, parents, or staff — each row represents a person.

Required Columns

- **ID** - A unique identifier for each contact. Each ID must be unique across all imported contacts (Students, Teachers, Parents, People).
- **First** - The first name of the person.
- **Last** - The last name of the person.
- **Email** - A valid email address for the contact. Only one email address per row is allowed.

Format Requirements

- The file must be a tab-delimited text file (*.txt or *.tsv).
- Each row must represent one person.
- Field names (column headers) must exactly match the required field names (case-sensitive).
- Avoid using formulas, merged cells, or formatting.

Sample Table

ID	First	Last	Email
00123	Alice	Martin	amartin@example.com
00456	John	Stevens	jstevens@example.org
00789	Rosa	Delgado	rdegado@example.net

Where to Check Imported Data

- Go to the Contacts page in the Admin UI to verify that the people have been successfully added.
- You can search by name, ID, or email to confirm individual records.

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