

# STEP TWO: Add or Import Teachers

There are two ways to populate your teacher roster: **add them manually**, or **import a Teacher file**.

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## Option A: Manually Add Teachers

Go to **Event Management / Appointments**.

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### Copy teachers from a previous event

1. Select the **Teachers** drop-down.
2. Select **Copy Teachers**.

“ Once copied, you can safely delete the old event.

### Add teachers one by one

#### To add an existing contact as a teacher:

1. Select **Add Teacher** from the **Teachers** drop-down.
2. In the **Select Person** dialog, search for the teacher's name.
3. Select the correct name, confirm the details on the right, then click **Select**.

#### To add a brand-new teacher:

1. In the **Select Person** dialog, enter the teacher's **Last Name**, **First Name**, and **Email** on the left.
2. Click **Add New**, then click **OK**.

Repeat until all teachers are added — each will appear in your teacher list on the right.

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# Option B: Import a Teacher File

## Step 1: Create the File

| Field            | Description                                                                    |
|------------------|--------------------------------------------------------------------------------|
| <b>TeacherID</b> | Unique identifier for the teacher ( <i>key field</i> )                         |
| <b>First</b>     | Teacher's first name                                                           |
| <b>Last</b>      | Teacher's last name                                                            |
| <b>Email</b>     | Teacher's email (must be unique; one address only)                             |
| <b>Room</b>      | Where the teacher will be during conferences — useful for room-based reporting |

### Example:

| TeacherID | First  | Last  | Email                                          | Room    |
|-----------|--------|-------|------------------------------------------------|---------|
| 234       | Angela | Frank | <a href="mailto:a@school.com">a@school.com</a> | 106     |
| 225       | Bobby  | Smith | <a href="mailto:b@school.com">b@school.com</a> | Library |

“ File must be **tab-delimited** (`.txt` from Excel, `.tsv` from Google Sheets), with column headers matching exactly (no spaces) in the first row.

### Optional columns:

| Column              | Purpose                                                                                                                                                                                                                                                                                 |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Password</b>     | Sets an initial password (min. 6 characters). If omitted, the teacher creates their own at first login. ( <i>Once a teacher sets their own password, future imports won't override it — use the Reset Admin Password button under Global Setup / Contacts Setup to reset instead.</i> ) |
| <b>Virtual Room</b> | Online meeting link, if manually generating your own (not needed if using pickAtime's built-in meeting integration)                                                                                                                                                                     |
| <b>AccessLevel</b>  | Sets admin access. <code>3</code> = Resource Administrator (can block their own schedule). Default is Appointment Viewer.                                                                                                                                                               |
| <b>GroupName</b>    | Categorizes teachers (e.g., "Middle School," "Science") — useful for creating different slot durations per group, or displaying teachers grouped on the scheduler                                                                                                                       |
| <b>Action</b>       | Set to <code>delete</code> to remove a previously imported row. Defaults to <code>update</code> if omitted.                                                                                                                                                                             |

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## Step 2: Import Your File

1. Log into pickATime and click **Importer**.
2. Set **Data Type** to **School**.
3. Select your event from the **Event** pull-down.
4. Set **File Type** to **Teachers**.
5. Click **Browse**, select your file, and click **Import**.

“ If you left out some teachers, you can simply import a follow-up file containing just the missing rows.

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## Error Messages on Import

### "Found contact with teacherid of ABC and a different contact with the email of [email]"

This means your import row has TeacherID  + a specific email, but the Admin UI already has **two separate** existing contacts — one matching the TeacherID, one matching the email — and the system can't tell which one to update.

#### Example:

Your import file:

| TeacherID | Email                                                    |
|-----------|----------------------------------------------------------|
| ABC       | <a href="mailto:betsy@noemail.com">betsy@noemail.com</a> |

Existing Admin UI contacts:

| TeacherID | Email                                                    |
|-----------|----------------------------------------------------------|
| ABC       | <a href="mailto:annie@noemail.com">annie@noemail.com</a> |
| DEF       | <a href="mailto:betsy@noemail.com">betsy@noemail.com</a> |

**How matching works:** The import looks for a matching TeacherID *or* a matching email. If it finds one match, it updates the rest of that contact's info. If it finds **both** a TeacherID match and a separate email match — pointing to two different contacts — it can't determine which one you intended to update, so it flags this error instead.

**Fix:** In the Admin UI, search for the contact with the flagged email. If that contact has a different (likely outdated) TeacherID than your file, delete it, then re-import your teacher file.

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# Viewing Your Imported Data

Go to the **Appointments** page and confirm your teacher list (right-hand side) is correct.

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