

# Importing from Civi CRM

If your organization uses [CiviCRM](#) as your CRM, its easy to export the files you need from Jlive to import them to **CiviCRM**.

The most common way to import Jlive data is to import Event Registrants as Contacts using the [API CSV Import GUI](#).

## How to export Attendee CSV from Jlive

First, you will need to gather a list of the Registrants that you would like to import. Typically this is done by going to the Manage Event page on any event and visiting the Attendees page. Here you can find the download CSV button.

See: [How to download Attendee CSV](#)

## How to Import using the API CSV Import GUI in CiviCRM

Here are [Import Instructions](#) on the official CiviCRM website. Or you can please read below.

## Install the API CSV Import GUI Extension

<https://civicrm.org/extensions/api-csv-import-gui>

This extension facilitates uploading CSVs via the CiviCRM import interface. Useful for bulk uploading events or campaigns etc.

The civicrm api entity can be set to, for example, Event or Campaign. (Note that for entities like Contribution Pages you need to use API names - either ContributionPage or contribution\_page). The same permissions apply as for any api create call.

To use you need to go to civicrm/csvimporter/import . More notes are in the README.

http://civi45/civicrm/csvimporter/import?entity=grant

Api Import

»1. Upload Data 2. Match Fields 3. Preview 4. Summary

### Upload Data (step 1 of 4)

The API Import Wizard allows you to easily upload data against any API create method from other applications into CiviCRM. Files to be imported must be in the 'comma-separated-values' format (CSV) and must contain data needed to match the data to an existing record in your CiviCRM database.

**Continue >>** **Cancel**

Entity To Import:

Import Data File \*  No file selected.  
File format must be comma-separated-values (CSV).

Maximum Upload File Size: 2 MB

First row contains column headers  
Check this box if the first row of your file consists of field names (Example: "Contact ID", "Participant Role").

Date Format

- yyyy-mm-dd OR yyyymmdd (1998-12-25 OR 19981225) OR (2008-9-1 OR 20080901)
- mm/dd/yy OR mm-dd-yy (12/25/98 OR 12-25-98) OR (9/1/08 OR 9-1-08)
- mm/dd/yyyy OR mm-dd-yyyy (12/25/1998 OR 12-25-1998) OR (9/1/2008 OR 9-1-2008)
- Month dd, yyyy (December 12, 1998)
- dd-mon-yy OR dd/mm/yy (25-Dec-98 OR 25/12/98)
- dd/mm/yyyy (25/12/1998) OR (1/9/2008)

Load Saved Field Mapping:

Select Saved Mapping, or leave blank to create a new mapping.

**Continue >>** **Cancel**

You can save your Field Mapping for next time.