

Importing Jlive data to Hubspot

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

Hubspot allows you to store different standard CRM objects such as: contacts, companies, deals, tickets, as well as create [custom objects](#).

The most common way to import Jlive data is to import Event Registrants as Contacts using the [Import One Object](#) bulk importing process.

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 One Object into Hubspot

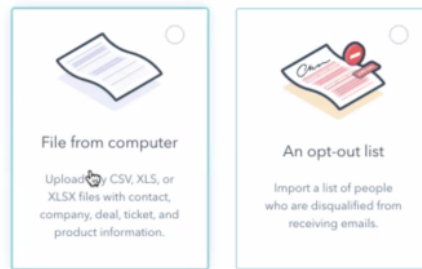
Here are [Import Instructions](#) on the official Hubspot website. Or you can please read below.

Import records

To bulk create or update one object (e.g., contacts):

- In your HubSpot account, [navigate to your contacts, companies, deals, or tickets](#).
- In the upper right, click **Import**.

What would you like to import?



Cancel

Next

- Click **Start an import**.
- Select **File from computer**, then click **Next**.
- Select **One file**, then click **Next**.
- Select **One object**, then click **Next**.
- Select the **object** in your import file.
- Click **choose a file** and in the dialog box, select your **import file**. Select the **checkbox** if you're [using the object ID to deduplicate your contacts, companies, deals, tickets, products, or custom objects](#). In the bottom right, click **Next**.

Import files


TYPE UPLOAD MAP DETAILS

Step 2 of 4

Upload your files

Before you upload your files below, make sure your file is [ready to be imported](#).
Learn how HubSpot knows when your records are [duplicates](#).

Contacts




Drag and drop or [choose a file](#) to upload your Contacts.
All .csv, .xlsx, and .xls file types are supported.

☐ Update existing Contacts using "Contact ID" exported from HubSpot
[What does this mean?](#)


< Back Cancel Next >

Upload your files

Learn how HubSpot knows when your records are [duplicates](#).



Drag and drop or [choose a file](#) to upload your data
All .csv, .xlsx, and .xls files types are supported.

 ☐ Update existing records using "Object ID" exported from HubSpot.

- On the *Map columns in your file to [object] properties* screen, HubSpot will match the columns in your file to your selected object's properties based on the header and the property name. You'll see a preview of the property values from your spreadsheet in the *Preview Information* column.
- If any columns do not match an existing property, click the corresponding **dropdown menu** in the *HubSpot Property* column. You can opt to do one of the following:
 - To map the column to an existing property, select an existing **property**.
 - To set up a new custom property, click **Create a new property**, then set up your [new property](#) in the right panel. The data in the column will now be mapped to this new custom property.

- To skip importing this column, select **Don't import column**. To skip importing data from all unmatched columns, select the **Don't import data in unmatched columns** checkbox in the bottom right.



- Once all columns are mapped to a property or set to *Don't import column*, click **Next**.
- On the details screen, enter an **Import name**.
 - If you're importing contacts:
 - To automatically create a list when the contacts are imported, select the **Create a list of contacts from this import** checkbox.
 - To agree that contacts expect to hear from you and that your import file does not include a purchased list, select the **checkbox**. Learn more about HubSpot's [acceptable use policy](#).
 - If you've [turned on General Data Protection Regulation \(GDPR\) functionality](#) in your account, use the **Set the legal basis for processing a contact's data** dropdown menu to select a [lawful basis of processing](#).
- If you're importing a file with a date property, use the **Date format** dropdown menu to confirm how the date values in your spreadsheet are formatted.
- Once you've set the options for your import, click **Finish import** in the bottom right.

You can view, analyze, and complete actions with your previous imports. Learn how to [create a list, review import errors, or view and delete imported records](#).