CSV Event Import Overview

The CollegeNET event import service allows you to import events into 25Live from any non-SIS third party data source (for example, Outlook) provided you can convert them to CSV format.

There are three steps to the import.

1. Create a CSV file of the events you want to import, following specific formatting rules.
2. Import the CSV file using the instructions below.
3. Review and correct any error and warning messages from the import.

> ⚠️ **Warning: Re-Importing**
>
> Once an event imported via events.csv has been edited in 25Live, you can no longer re-import it via events.csv.

The primary purpose of this process is for one-time imports of large amounts of events, such as when you are converting from another calendar system. However, the import process can be used to update/overwrite existing events as long as they...

- Have been imported through the CSV event import service at some point
- Share an EVENT_ID
- Have not been edited in 25Live since the time they were imported

> ℹ️ **Note: Required preparation**
>
> Make sure you have all of the following before beginning the import process:
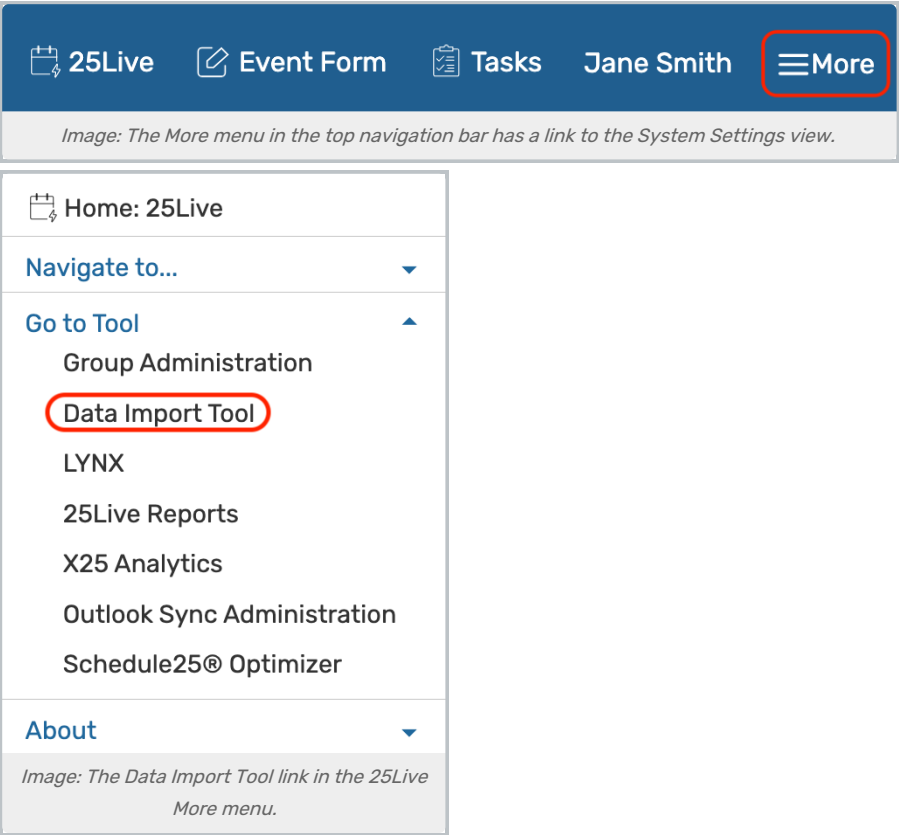>
> - The import requires a username in the System Administrator (-1) security group.
> - CSV import must be enabled for your environment by CollegeNET. Contact your Series25 account manager at series25implementation@collegenet.com for more information.
> - We recommend using a good text editor with global search and replace functionality (such as Notepad++) as well as a spreadsheet program capable of exporting to a UTF-8 encoded (not UTF-8 BOM) .csv file (such as Microsoft Excel, Open Office Calc, or CSVed).

Importing a CSV File

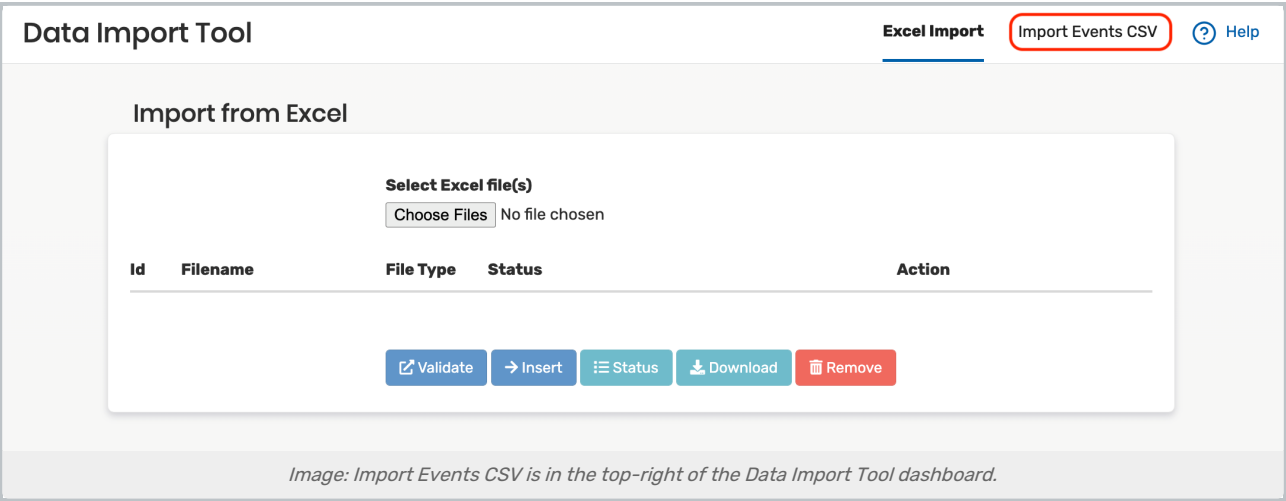Follow these steps to import events into 25Live:

1. Navigate to the Data Import Tool

Select the **Data Import Tool** from the **Go to Tool** section of the 25Live **More** menu.

Image: The More menu in the top navigation bar has a link to the System Settings view.

Image: The Data Import Tool link in the 25Live More menu.

2. Open and Import a File

In the top-right of the Data Import Tool dashboard, select **Import Events CSV**

Image: Import Events CSV is in the top-right of the Data Import Tool dashboard.

Click **Choose File** to find and select the CSV file containing the events you want to import into 25Live. See CSV Event Import Formatting Guidelines for instructions on formatting this file.

Data Import Tool   Excel Import   **Import Events CSV**   ⑦ Help

Import Events From CSV File

Find and submit the CSV file you want to import. The CSV file must follow the restrictions, limitations, and data fields noted in this Series25 Customer Knowledgebase article.

Select CSV file

[Choose File] No file chosen

Image: Upload your CSV using the Choose File button.

Once a file is selected, click **Import File.**

3. Review the Import

If the file is improperly formatted, you will receive the following message: * *.csv was not uploaded successfully. Please ensure that you are using a valid CSV file.* Check the file, ensure that all the column headers are correct, and contact asktrainers@collegenet.com for further assistance with formatting.

If the file is accepted, congratulations! You will receive an email with the details of the import. Continue to the next step to determine if there are any import warning or error messages that require your attention.

Check your email inbox for a message with the import results. This message can be a little technical if you are unfamiliar with it, so here's a closer explanation of its contents.

Once an event imported via events.csv has been edited in 25Live, you can no longer reimport it via events.csv.

Example Message	Explanation
The import process for group [Import ID = 2381] into SaaS environment 'yourschool' has been completed on 2020-12-28T11:22:21.820-08:00.	• The Import ID can be helpful if you need to contact Support with issues about the import that are deeper than formatting problems. • The SaaS environment name indicates whether you imported to a production or test environment. Test environments end with an extra 't'.

Example Message	Explanation
Out of a total of 100 event(s): 80 loaded successfully without issue 15 loaded with warnings 5 failed to load due to errors	• If your CSV file included more than 500 events, they may be split up into separate import processes with their own email notifications. • Warnings indicate that some portion of an event could not be imported as described in the file. • Errors indicate that an event was not imported at all, usually due to problems with the event type or the date.
For a quick view of import errors/warnings for the events, which are transformed to vCal format, in [Import ID = 2381]: *https://25live.collegenet.com/25admin/data/yourschool/run/vcal_messages.xml?start_dt=2020-12-28T11:22:19.070&end_dt=2020-12-28T11:22:21.820&level=warning&otransform=browse.xsl* For more detail regarding vCal import errors/warnings in general, see: Check for Import Problems via 25Live This automated message was sent to you@yourschool.edu by CollegeNET SaaS Support.	• The WebServices link returns all the warning and error messages from the import. You can see the same messages (as well as messages from other imports) in the Series25 Import Messages area described below. • In addition to the help article linked in the email, please also see CSV Event Import Error and Warning Messages for import messages.

Alternatively, you can run the **SIS Import Messages** report in 25live Reports for errors and warnings.

Image: SIS Import Messages report in 25Live Reports.

4. Update and Reimport

Update your CSV file with any necessary changes and follow the steps above again to reimport it. You may find it more efficient to edit your CSV file and only reimport the events that had warning or error messages.

If you've run through the directions and are still experiencing issues, please contact our Support team.