

How to bulk import participants by email address?

Procedure	Screenshot																																																																		
1. Get or prepare the contact list in Google Sheet	<table border="1"> <thead> <tr> <th>Employee</th> <th>Employee full no</th> <th>Last Name</th> <th>Employee First</th> <th>Entity Name</th> <th>Country</th> <th>Site</th> <th>Region</th> <th>Entity grouping</th> <th>Entity Type</th> <th>User E-mail Address</th> </tr> </thead> <tbody> <tr> <td></td> <td>Maria Alcon-Hidalgo</td> <td>Alcon-Hidalgo</td> <td>Maria</td> <td>FIN - INVESTOF Belgium</td> <td></td> <td>BRUXELLES (N</td> <td>EUROPE</td> <td>F FINANCE</td> <td>FUNCTIONS</td> <td>MARIA.ALCONHIDALGO@SOLVAY.COM</td> </tr> <tr> <td></td> <td>Bisser Alexandr</td> <td>Alexandrov</td> <td>Bisser</td> <td>FIN - INVESTOF France</td> <td></td> <td>PARIS (RUE DE</td> <td>EUROPE</td> <td>F FINANCE</td> <td>FUNCTIONS</td> <td>BISSER.ALEXANDROV@SOLVAY.COM</td> </tr> <tr> <td></td> <td>Anne-Laure Allard</td> <td>Allard</td> <td>Anne-Laure</td> <td>SBS RECORD T France</td> <td></td> <td>AUBERVILLIER</td> <td>EUROPE</td> <td>SOLVAY BUSIN</td> <td>SHARED SERV</td> <td>ANNE.LAURE.ALLARD@SOLVAY.COM</td> </tr> <tr> <td></td> <td>Himadou Alou</td> <td>Alou</td> <td>Himadou</td> <td>GBU SOLVAY E France</td> <td></td> <td>PARIS (RUE DE</td> <td>EUROPE</td> <td>GBU SOLVAY E</td> <td>BUSINESS</td> <td>HIMADOU.ALOU@SOLVAY.COM</td> </tr> <tr> <td>111</td> <td>Nathkrita Amaty</td> <td>Amatyakul</td> <td>Nathkrita</td> <td>SBS</td> <td>Singapore</td> <td>BANGKOK</td> <td>ASIA & OCEANI</td> <td>SOLVAY BUSIN</td> <td>SHARED SERV</td> <td>Nathkrita.Amatyakul@solvay.com</td> </tr> </tbody> </table>	Employee	Employee full no	Last Name	Employee First	Entity Name	Country	Site	Region	Entity grouping	Entity Type	User E-mail Address		Maria Alcon-Hidalgo	Alcon-Hidalgo	Maria	FIN - INVESTOF Belgium		BRUXELLES (N	EUROPE	F FINANCE	FUNCTIONS	MARIA.ALCONHIDALGO@SOLVAY.COM		Bisser Alexandr	Alexandrov	Bisser	FIN - INVESTOF France		PARIS (RUE DE	EUROPE	F FINANCE	FUNCTIONS	BISSER.ALEXANDROV@SOLVAY.COM		Anne-Laure Allard	Allard	Anne-Laure	SBS RECORD T France		AUBERVILLIER	EUROPE	SOLVAY BUSIN	SHARED SERV	ANNE.LAURE.ALLARD@SOLVAY.COM		Himadou Alou	Alou	Himadou	GBU SOLVAY E France		PARIS (RUE DE	EUROPE	GBU SOLVAY E	BUSINESS	HIMADOU.ALOU@SOLVAY.COM	111	Nathkrita Amaty	Amatyakul	Nathkrita	SBS	Singapore	BANGKOK	ASIA & OCEANI	SOLVAY BUSIN	SHARED SERV	Nathkrita.Amatyakul@solvay.com
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2. Copy all the email address from the Google Sheet	<p>1) Select the second row of Email column, Press "CTRL + SHIFT+ Down arrow key") to expand the selection till the last row of non-blank cell.</p> <p>2) CTRL + C to copy the values selected</p>																																																																		
3. At Challenge wizard, select Audience, click on "Add Users by mail"																																																																			
4. Paste (CTRL + V) in text box, click on "Subscribe"	<p>Email Address</p> <p>Email addresses or usernames :</p> <p>MARIA.ALCONHIDALGO@SOLVAY.COM BISSER.ALEXANDROV@SOLVAY.COM ANNE-LAURE.ALLARD@SOLVAY.COM HIMADOU.ALOU@SOLVAY.COM Nathkrita.Amatyakul@solvay.com MARCIO.AMENDOLA@SOLVAY.COM NISA.ARPORNTANAKUL@SOLVAY.COM DAVID.ASCHER@SOLVAY.COM MATTHIEU.AUTRET@SOLVAY.COM VALERIE-ANNE.BARRIAT@SOLVAY.COM</p> <p>Paste the values</p> <p>Subscribe</p>																																																																		

5. You can see the people are invited

Invited Specific Users

[Select Users](#) and/or [Add Users by mail](#) - to define specific user that will take part in this campaign

BOYER Pierre	Ford James	Rodrigues Jorge
Barriat Valérie-Anne	Forloni Marco	Roncoroni Lorenzo
Berger Michel	Freire Maria Madalena	Salmon Hugues
Booth Dean	Fusco Emanuele	Salvado Sandra Cristina
Both Georg Alfred	Gascon Josep Maria	Santos Bruno da Silva
Bougrad Larbi	Henke Klaus	Schepens Brigitte
Bove Dominique	Hubinort Pascal	Schuller Renaud
Bruno Roberto	Lenaerts Anne	Shiver Diann
Busse Andreas	Lerche Olivier	Tondo Mario
Caillol Jean-francois	Lowe Tyechia	Ul Hasan Selim
Cambier Sonia	Marques Pedro	Vaccari Alberto
Carl Maureen	Mauruschat Achim	Van Doornick Philippe Francois D...
Collard Didier	Meloni Christian	Varchmin Thomas
Detournay Jean-Michel	Niemeier Joachim	Xu Yu Feng Kevin