develop

The Minnesota Quality Improvement & Registry Tool

Upload a Training Roster by an Excel Comma-Separated Values (CSV) File

This document provides help to approved Trainer/s and Training Sponsor Organization/s to upload a batch of attendees to a training roster by using an Excel Comma-Separated Values (CSV) file format. A sample document is available to be downloaded in the system within the **Import Attendees** section of the system.

This feature allows Trainer/s and Training Sponsor Organization/s to enter and verify a group of participants by CSV file upload for training events. This feature works for both Instructor-Led Training and Self-Paced Training events. The system then checks that list against users and displays all attendees with established Develop profiles.

Important things to note:

- The purpose of this feature is to match records from the CSV file import to a verified individual Develop ID in the system.
- The ability to upload to an event roster is based on user access in the system for approved authorized trainer/s or Training Sponsor Organization profile user/s.
- A file can be used and uploaded multiple times with different attendees to an existing training event if needed before the event is marked "completed".
- The system does not store information about the file that was uploaded (date, time, who uploaded, copy of actual file, etc.).
- If a prior file was uploaded and was accidentally uploaded again, it will not duplicate attendee/s for the same training event.

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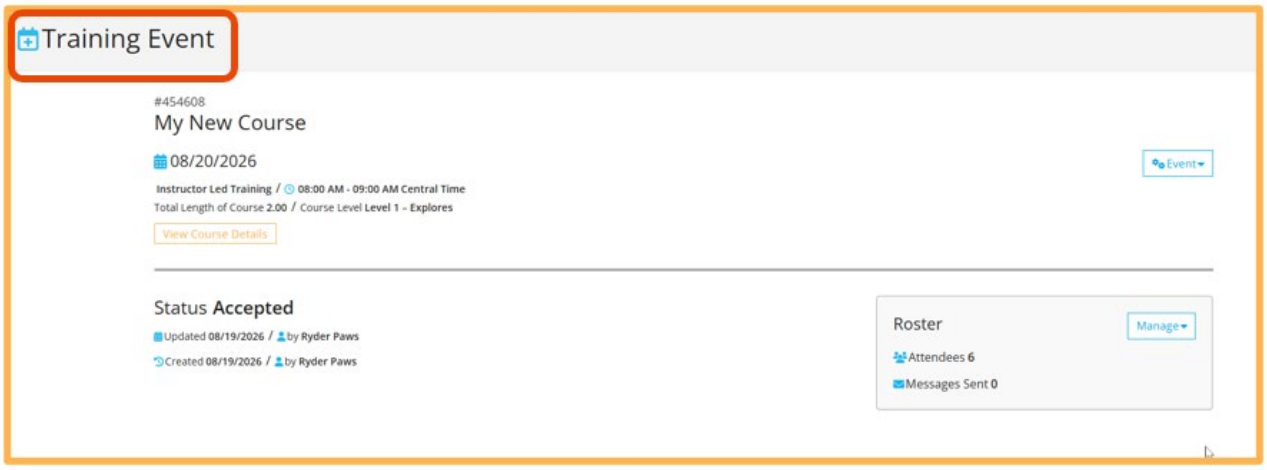
HOW TO GET TO THE TRAINING EVENT PAGE

All the event details can be viewed on the training event page. It includes the roster section, which is how the Trainer/s and Training Sponsor Organization profile user/s will access the CSV file uploader.



Access to the training event/s is through **Training Entry** that is located on the left-hand side of the navigation pane.

TRAINING SPONSOR ORGANIZATION PROFILE USER/S

Access through the organization profile. Reference the guides Requesting Organization Profile Access (PDF) and Managing Organization Profile Owners and Users (PDF) if you are an owner/users of the organization profile.

1. Log into Develop with username and password.

2. Select the Organization from the drop-down menu.

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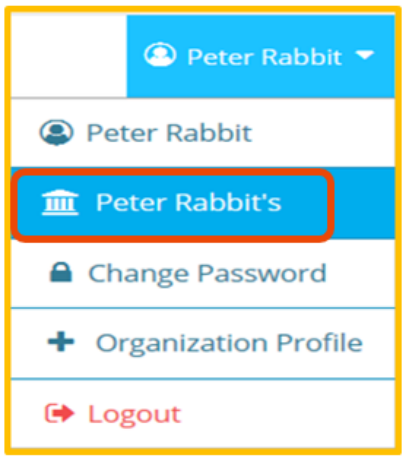
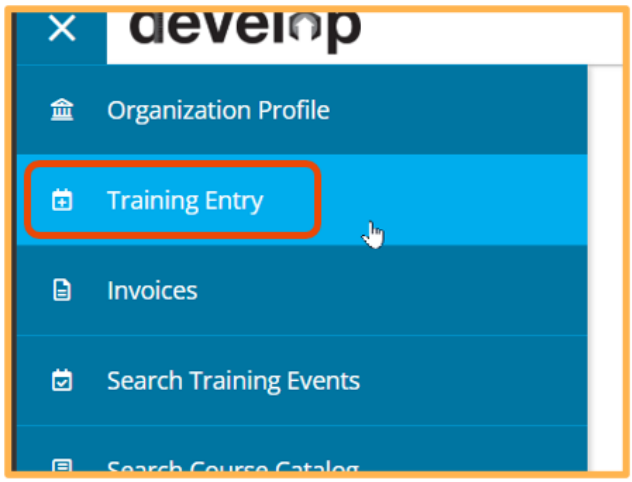


3. Navigate to the left-hand side navigation pane of the org. profile and select **Training Entry**.



TRAINER/S

Access through their trainer membership access.

1. Log into Develop with username and password.

2. Navigate to the left-hand side navigation pane of the My Personal Profile (Individual Profile) and select **Training Entry**.

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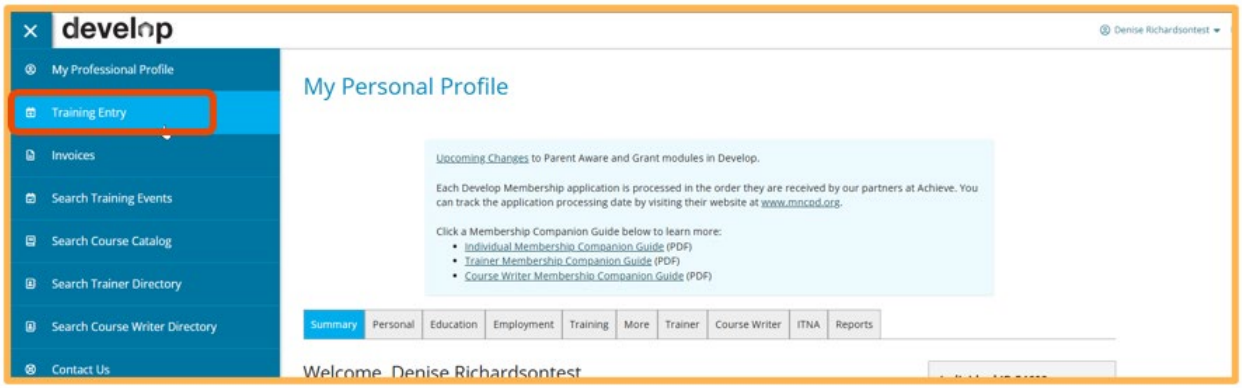
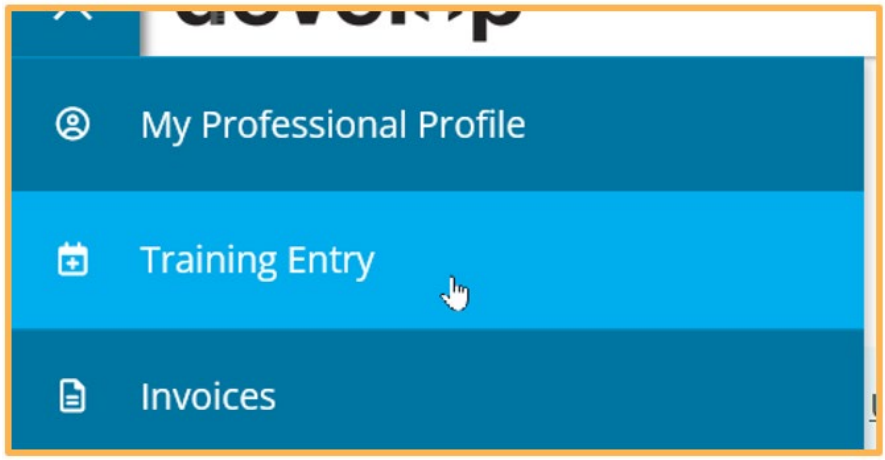
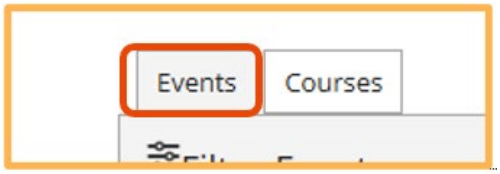




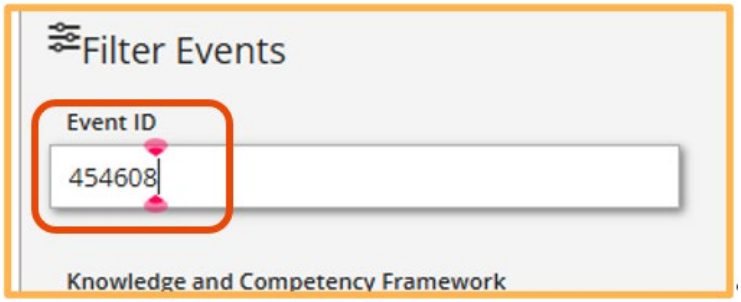
UPLOAD AN EXCEL CSV FILE TO AND INSTRUCTOR-LED TRAINING EVENT

1. Select **Events** tab.

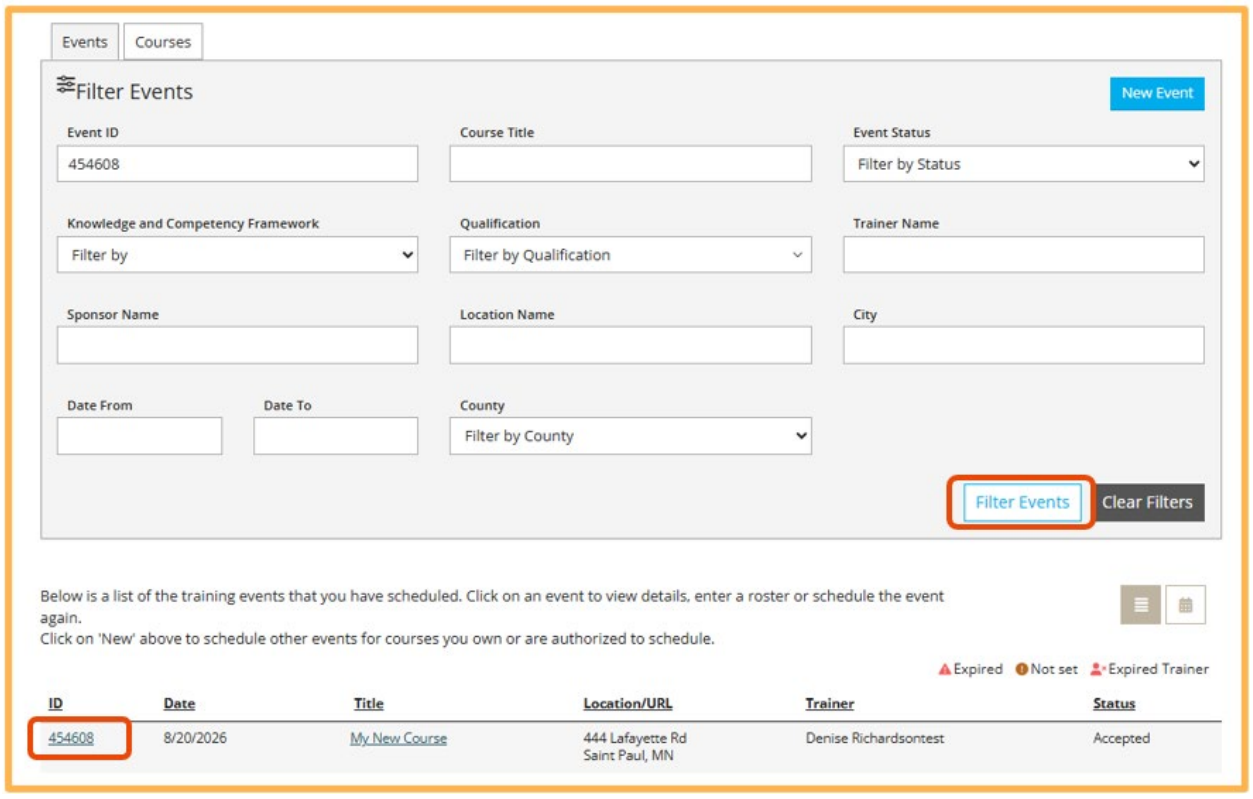


Upload a Training Roster by an Excel Comma-Separated Values (CSV) File

2. Enter the **Event ID.**

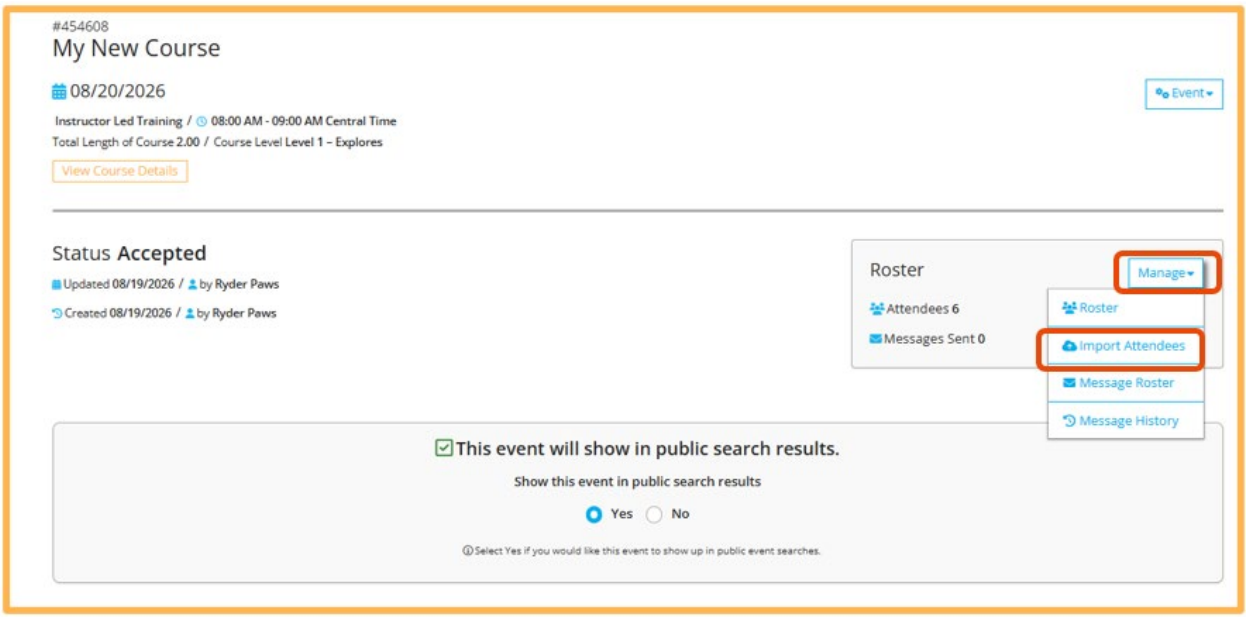


3. Click on **Filter Events**. The event should display below. Select the **Event**.



Upload a Training Roster by an Excel Comma-Separated Values (CSV) File

4. Click the **Manage** button, which will display a dropdown menu. Click **Import Attendees**.



5. If an existing Import File was previously downloaded, click **Select File**. If new and a file is needed, click the **Sample Import File** to download and fill in the missing information.

   It is important that the import file be formatted in the specific requested order to ensure a successful import.

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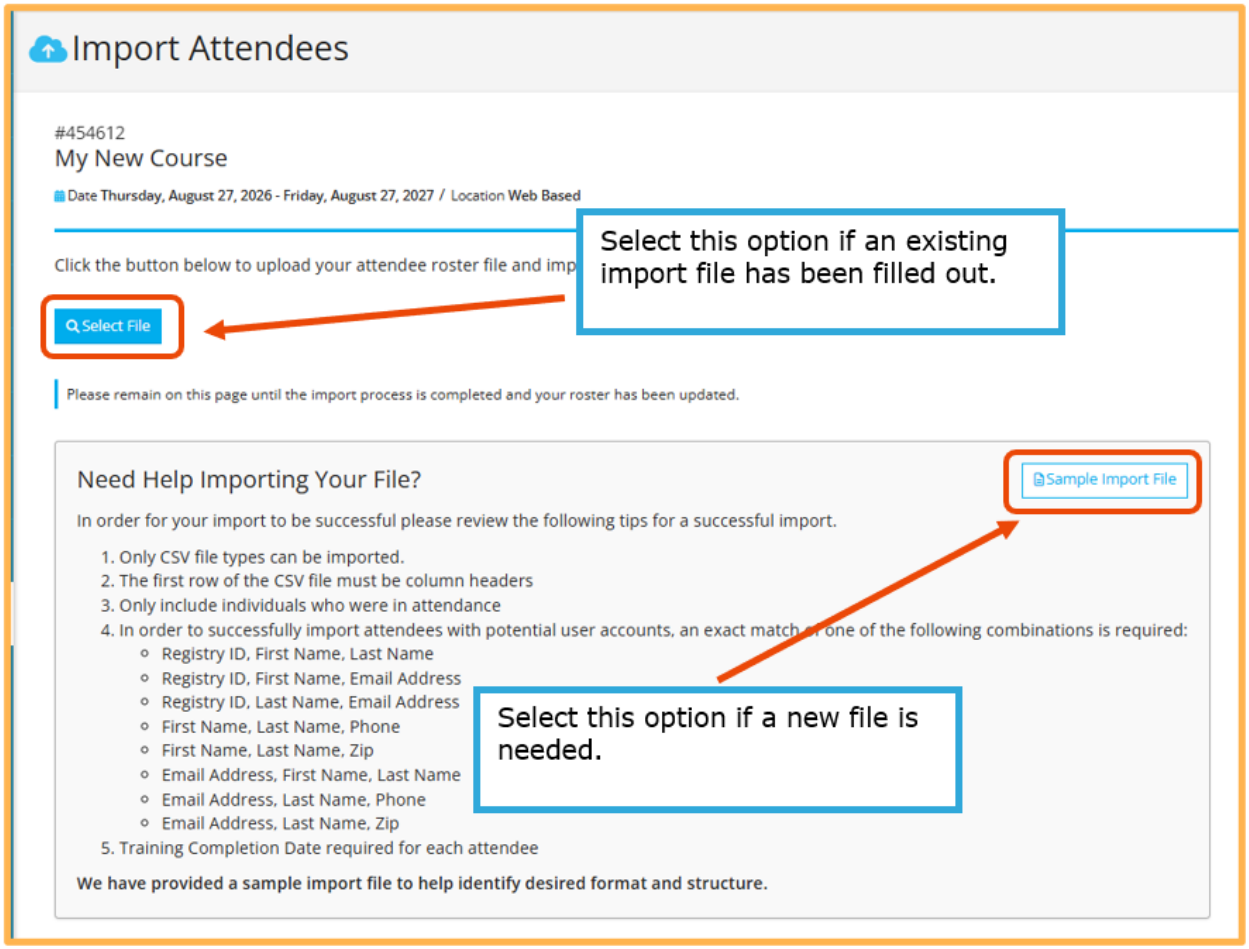


Example of Excel CSV file format of an attendance roster of an instructor-led training event. (Sample file below)

Note: Capitalization errors will not impact upload; however, the incorrect spelling of the name will result in an error if other **Field Matches** fail to match.

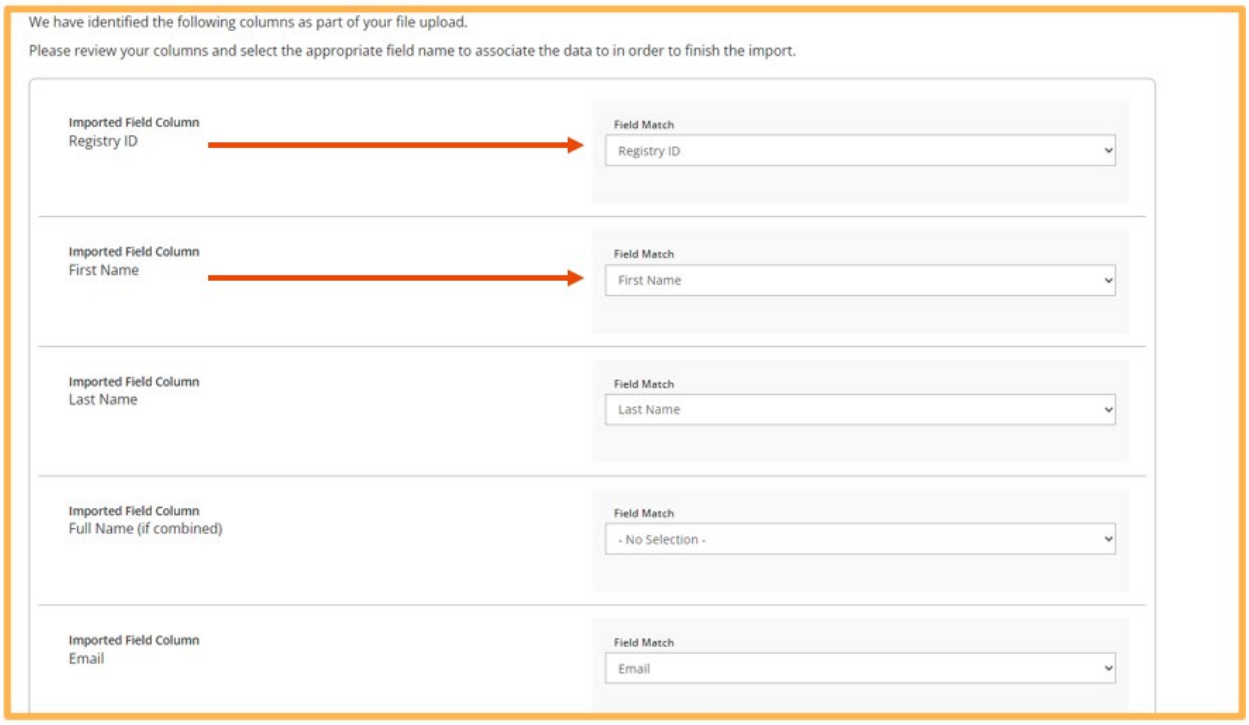
It is suggested that the **Full Name column** be left blank if the First Name and Last Name columns are filled.

	A	B	C	D	E	F	G
1	Registry ID	First Name	Last Name	Full Name (if combined)	Email	Phone	Zip Code
2	69995	Josh	evanstest		Josh.Aevanstest@email.c	(651) 352-1350	55082
3	52416	Jacey	Aakretest		Jacey.Aakretest@email.c	(612) 237-9492	56382
4	8901187	User 2	Test		user2@gmail.com	(651)-200-3698	56382
5							

Upload a Training Roster by an Excel Comma-Separated Values (CSV) File

6. Select and match the **Imported Field Columns** and the **Field Match** so they are same.

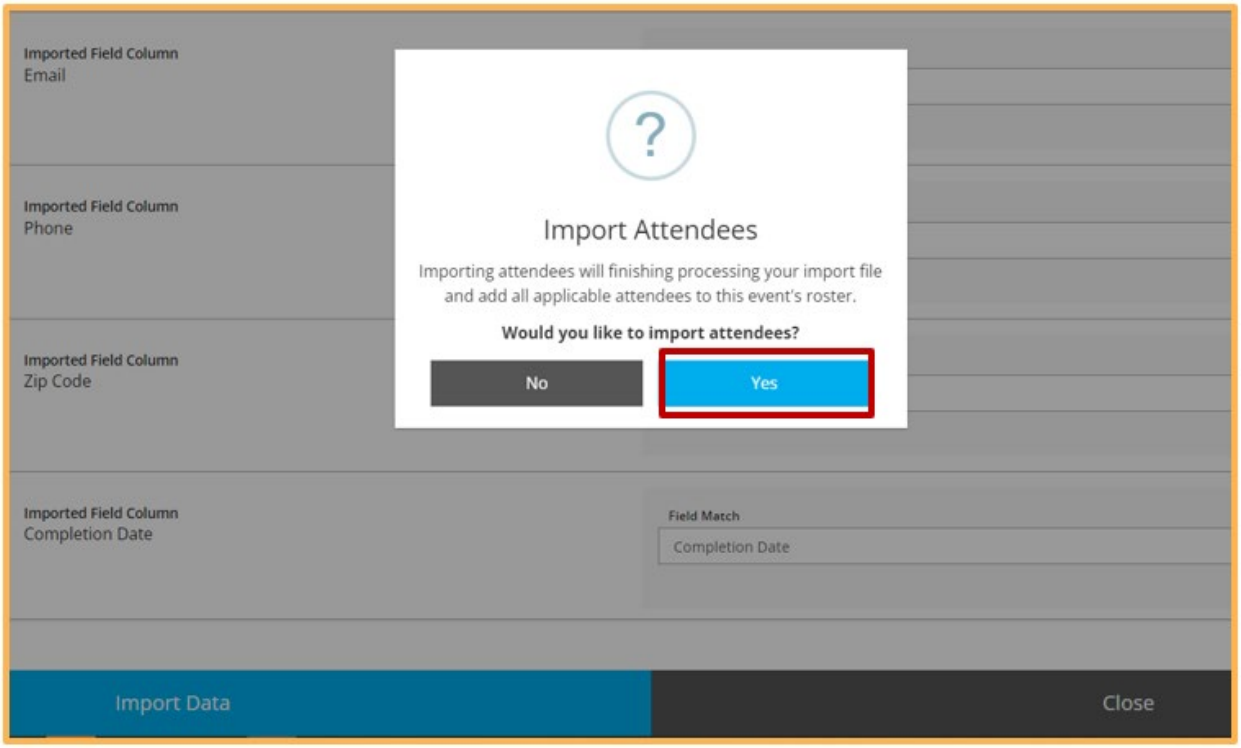
   It is suggested that the **Full Name column** selection be **No Selection** if the First Name and Last Name columns are filled.



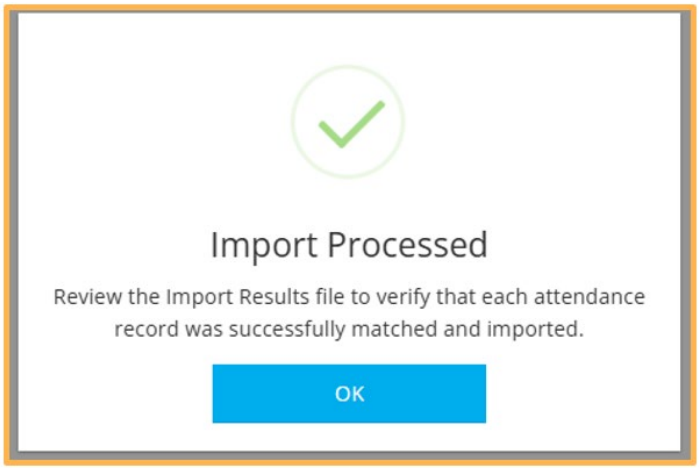
7. Click **Import Data**.

Upload a Training Roster by an Excel Comma-Separated Values (CSV) File

8. A pop-up appears to confirm the import of the attendees. Click **Yes**.



9. Another pop-up appears to inform that the import was processed. Click **OK**.



Upload a Training Roster by an Excel Comma-Separated Values (CSV) File

10. Click on the **Import Results** to view the import file**.**

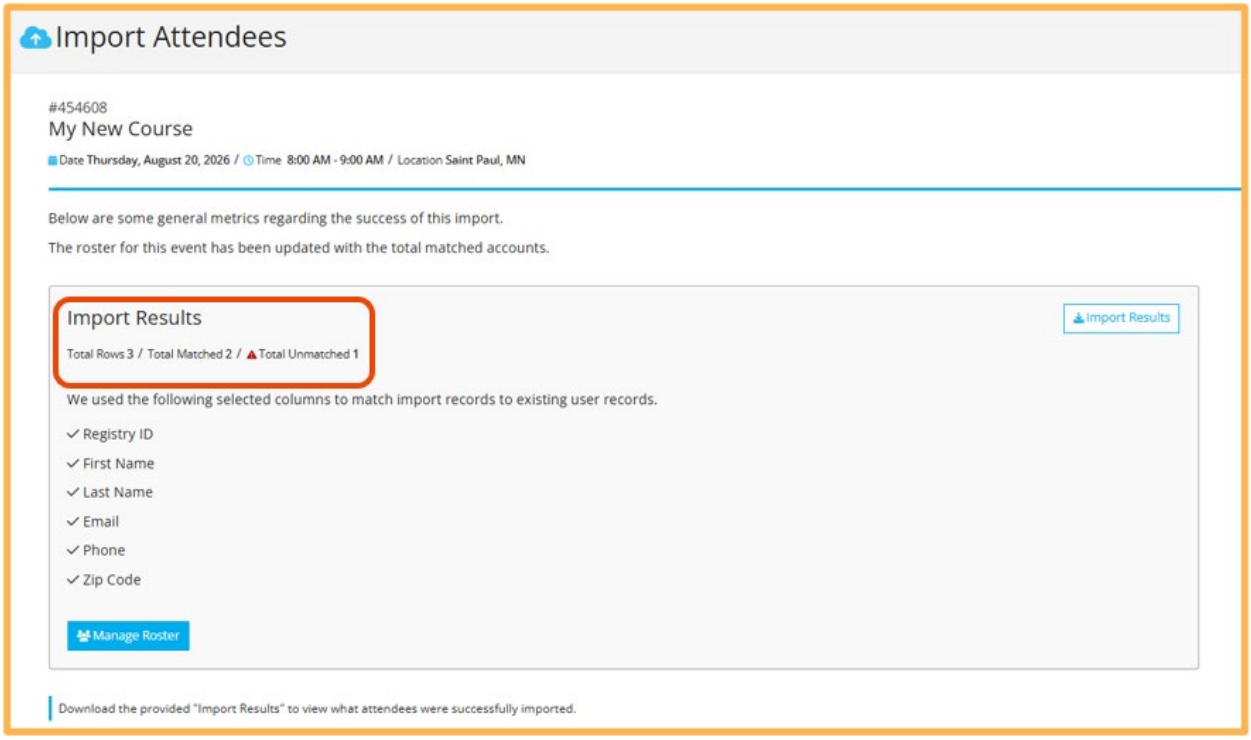
    It is important to view and save the import results at this step. Navigating away from this page will result in no longer being able to access the import results page.

    Import Results definition:

    a. Total Rows: The total number of record/s imported

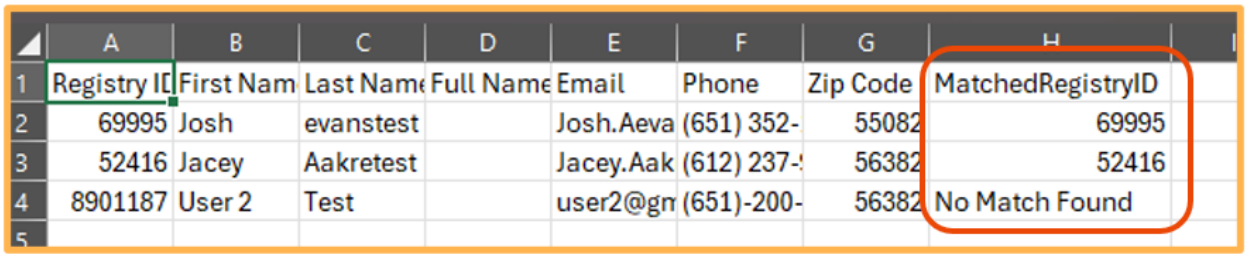
    b. Total Matched: Record/s that have been matched

    c. Total Unmatched: Record/s that have not been matched



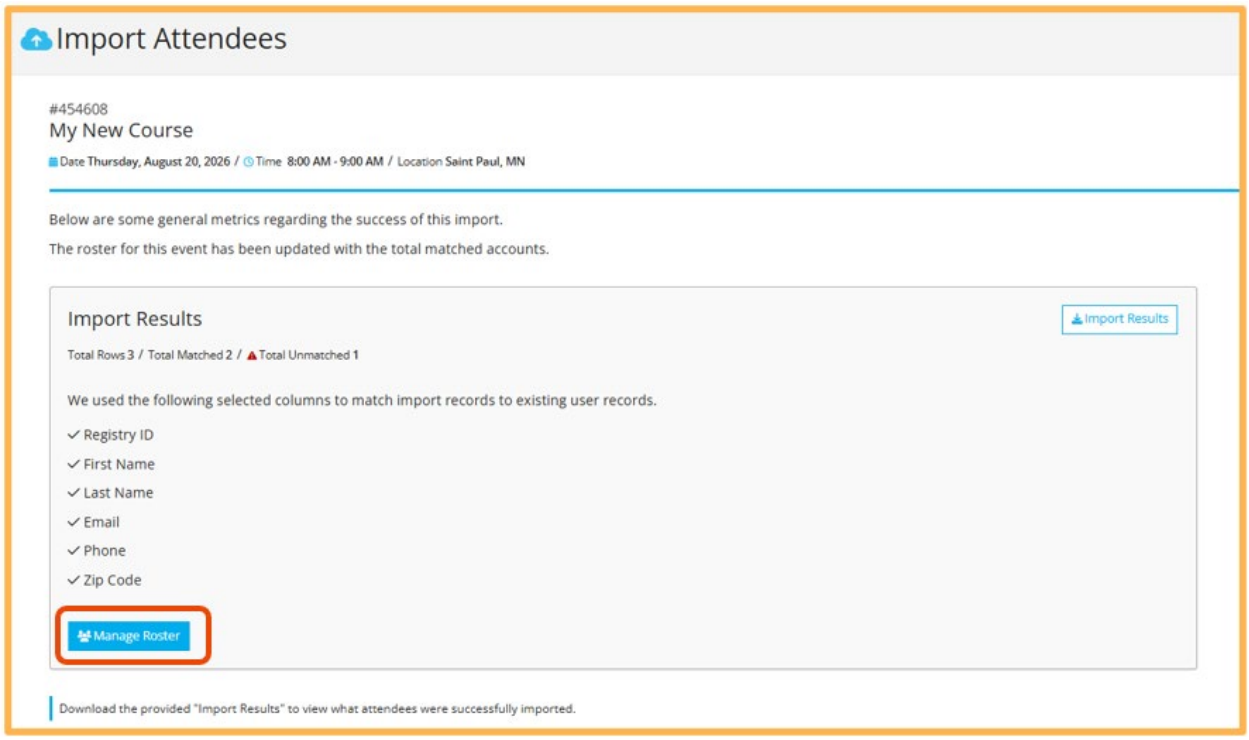
11. Review and save the import results (if desired) to see what records were matched and what records were not matched.

Upload a Training Roster by an Excel Comma-Separated Values (CSV) File



	A	B	C	D	E	F	G	H
1	Registry ID	First Nam	Last Name	Full Name	Email	Phone	Zip Code	MatchedRegistryID
2	69995	Josh	evanstest		Josh.Aeva	(651) 352-	55082	69995
3	52416	Jacey	Aakretest		Jacey.Aak	(612) 237-	56382	52416
4	8901187	User 2	Test		user2@gn	(651)-200-	56382	No Match Found
5								

12. To view and manage the roster click on the **Manage Roster** button.



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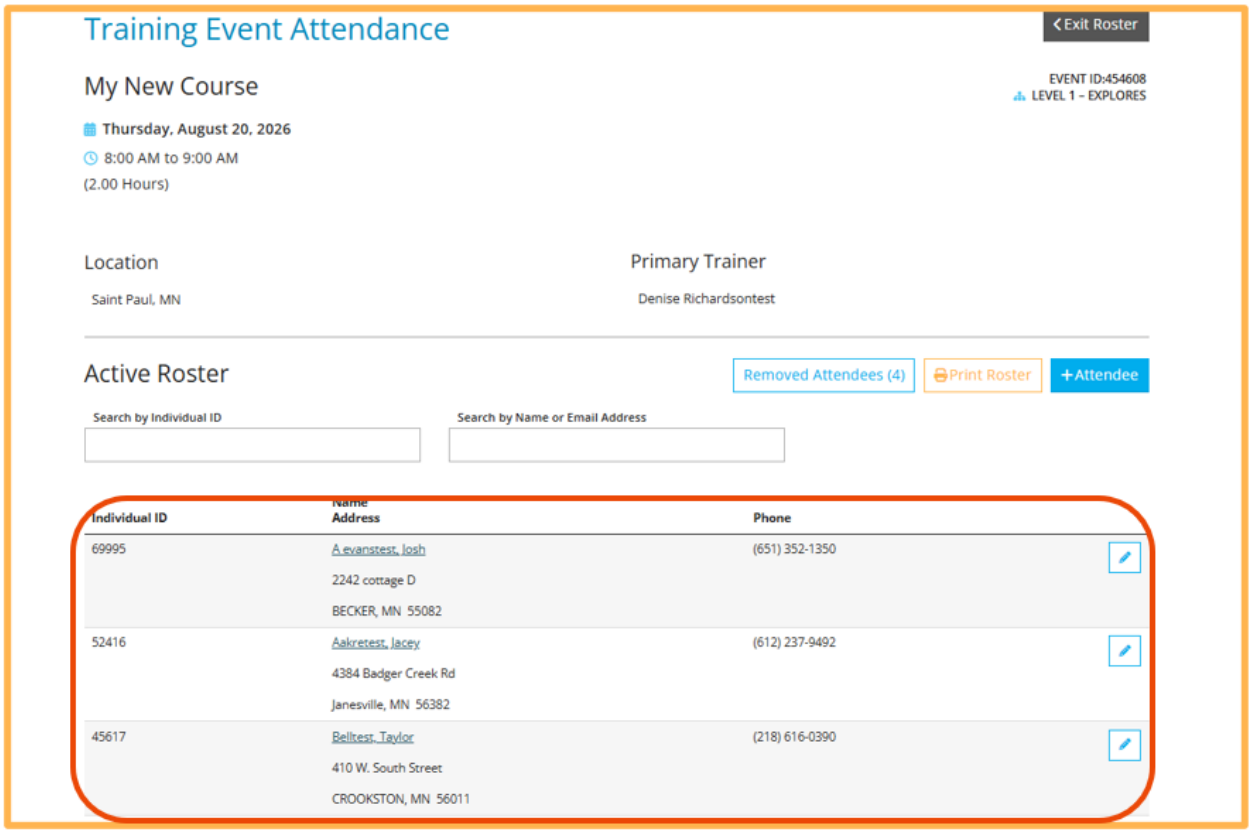
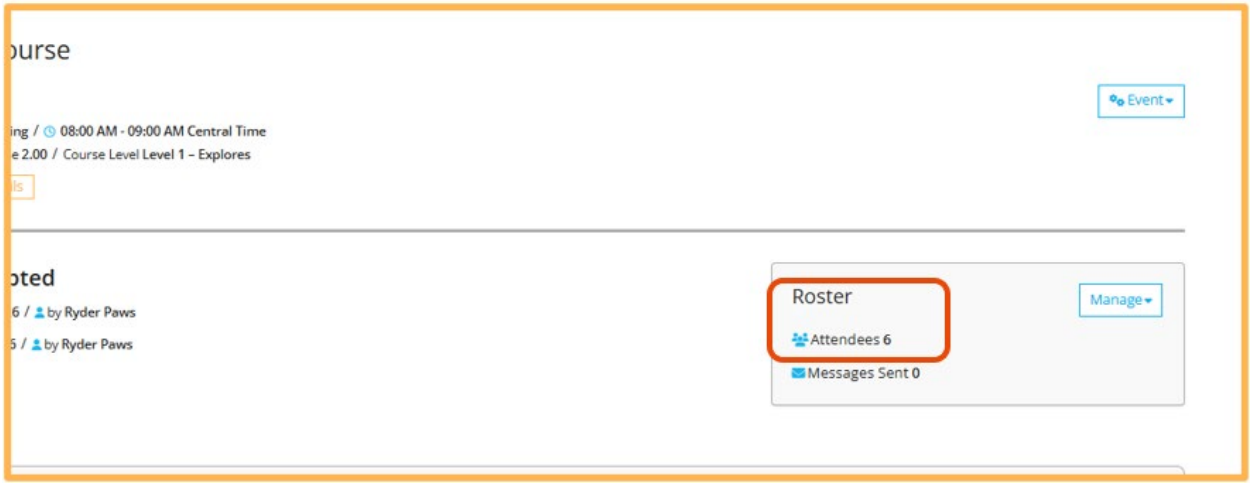


13. To get back to the Training Event page:

    a. Click on **Exit Roster**.

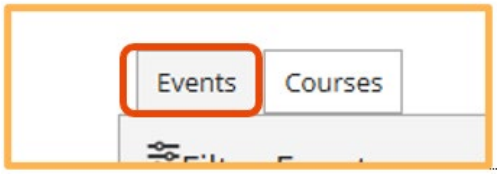
    b. Click on the **Close** button on right hand side of the screen.

14. The number of attendees on the roster will display on the **Training Event** page.

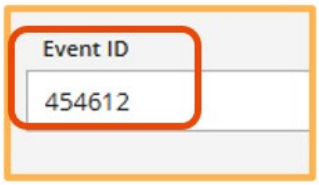


UPLOAD A CSV FILE FOR A SELF-PACED TRAINING EVENT

1. Select the **Events** tab.

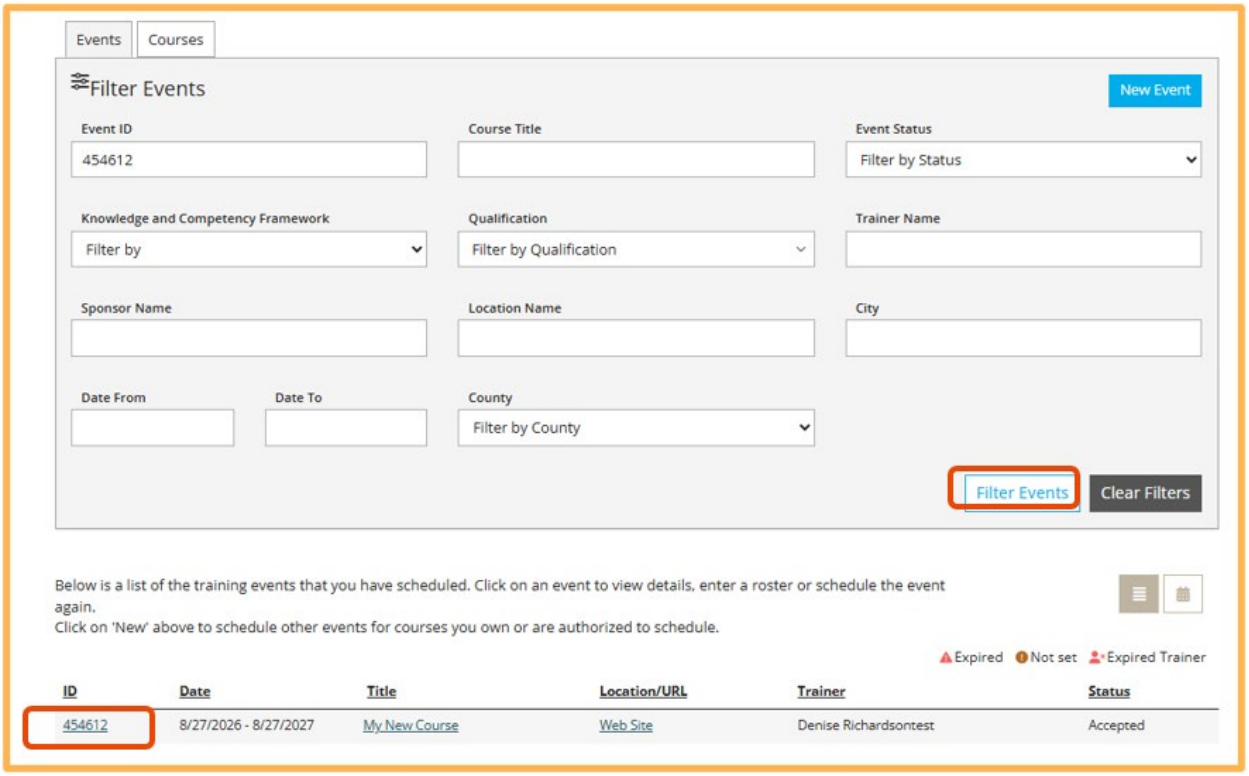


2. Enter the **Event ID**



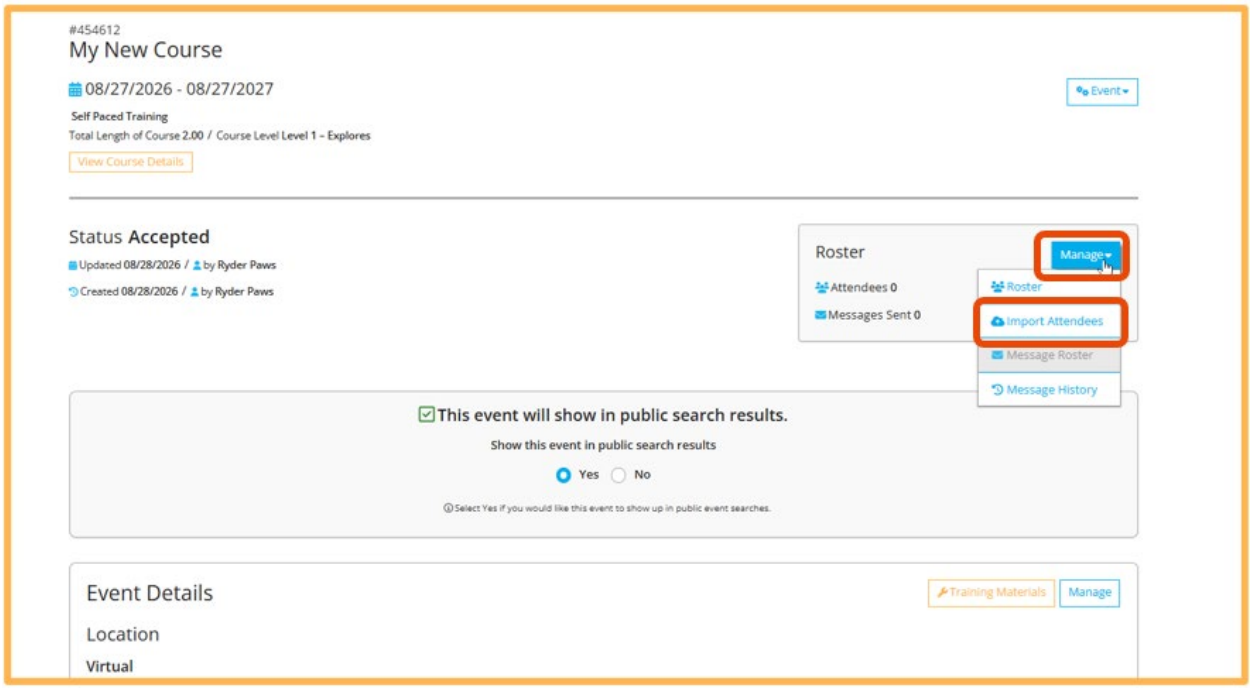
3. Click on **Filter Events**. The event should display below. Select the **Event**.

Upload a Training Roster by an Excel Comma-Separated Values (CSV) File



Upload a Training Roster by an Excel Comma-Separated Values (CSV) File

4. Click the **Manage** button, which will display a dropdown menu. Select **Import Attendees**.



5. If an existing Import File was previously downloaded, click **Select File**. If new and a file is needed, click the **Sample Import File** to download and fill in the missing information.

   It is important that the import file be formatted in the specific requested order to ensure a successful import.

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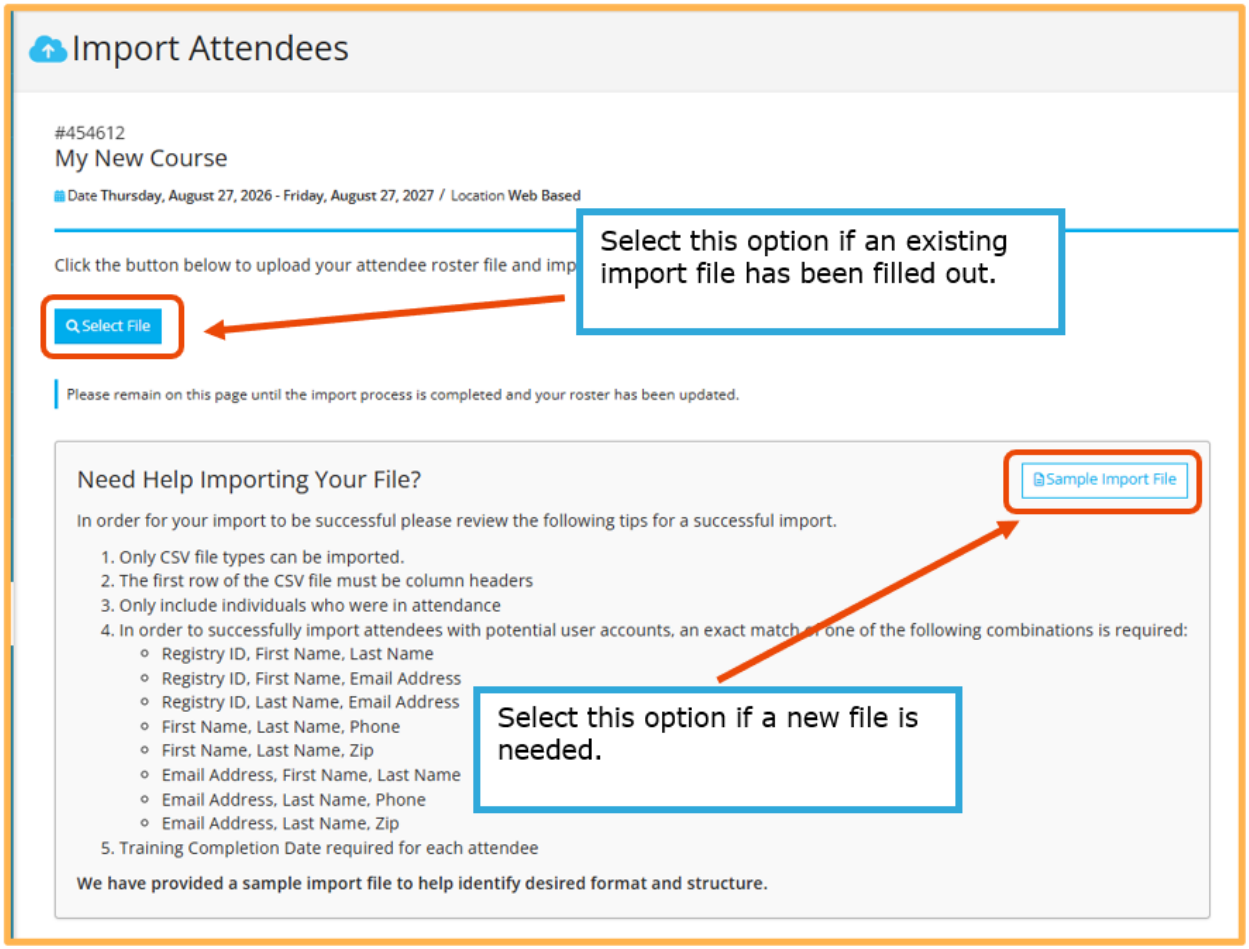


Example of Excel CSV file format of an attendance roster for self-paced training event. (Sample file below)

Note: Capitalization errors will not impact upload; however, the incorrect spelling of the name will result in an error if other **Field Matches** fail to match.

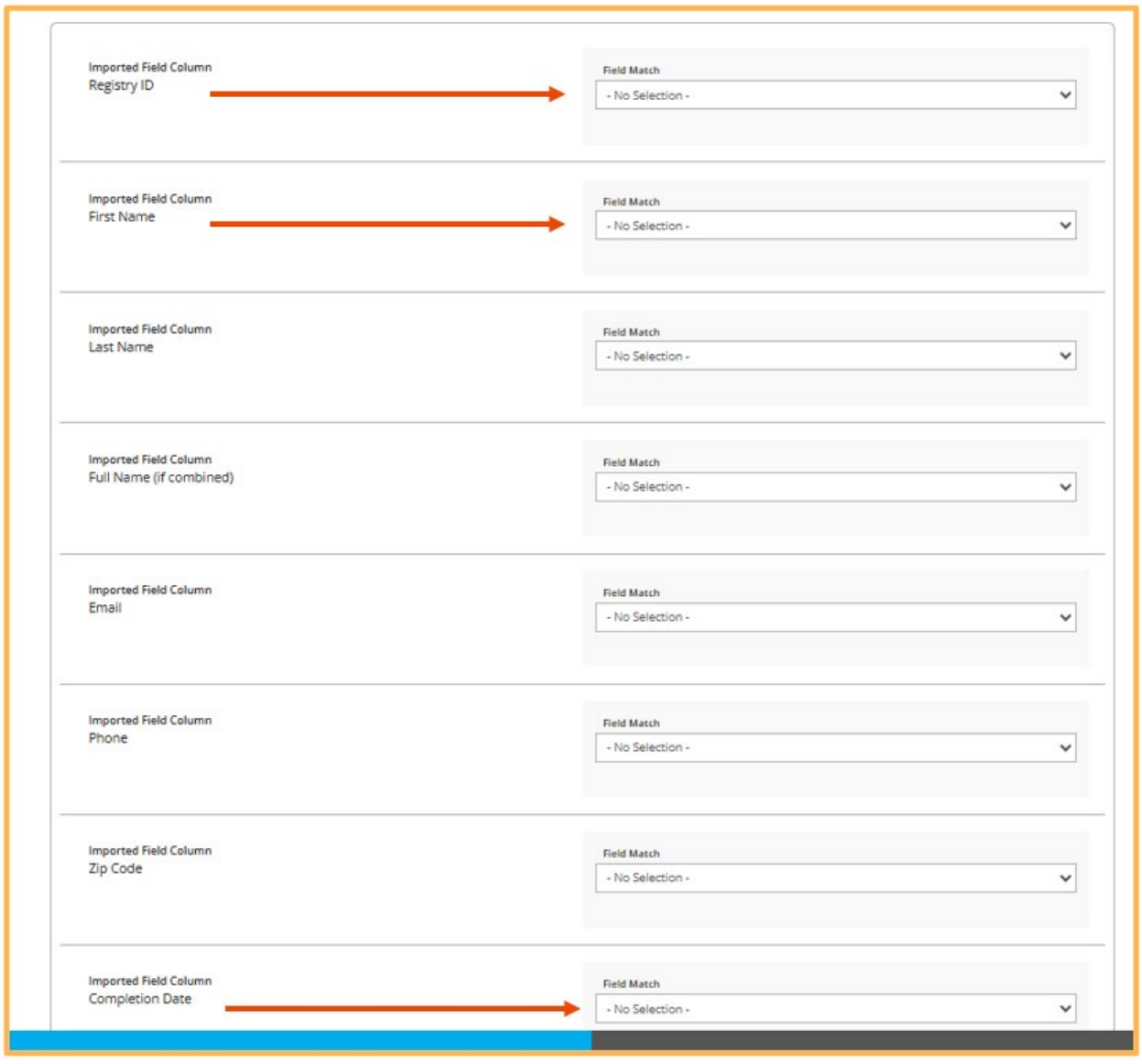
It is suggested that the **Full Name column** be left blank if the First Name and Last Name columns are filled.

Upload a Training Roster by an Excel Comma-Separated Values (CSV) File

	A	B	C	D	E	F	G	H	I
	Registry ID	First Nam	Last Name	Full Name	Email	Phone	Zip Code	Completion Date	
	69995	Josh	evanstest		Josh.Aeva	(651) 352-	55082	8/27/2026	
	52416	Jacey	Aakretest		Jacey.Aak	(612) 237-	56382	8/28/2026	
	8901187	User 2	Test		user2@gn	(651)-200-	56382	8/29/2026	

6. Select and match the Imported Field Columns and the Field Match to be the same.

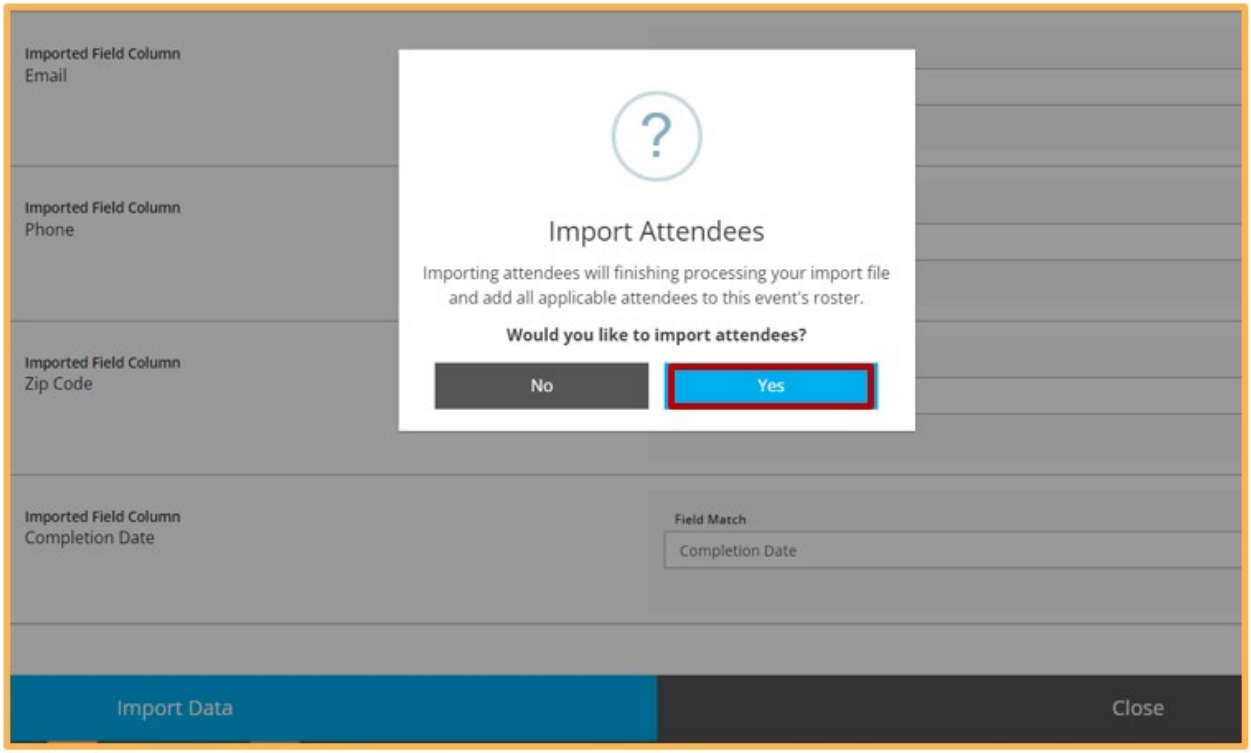
   NOTE: The fields for self-paced events are the same as other instructor-led training events except for adding the **Completion Date** for the individual taking the training.



Upload a Training Roster by an Excel Comma-Separated Values (CSV) File

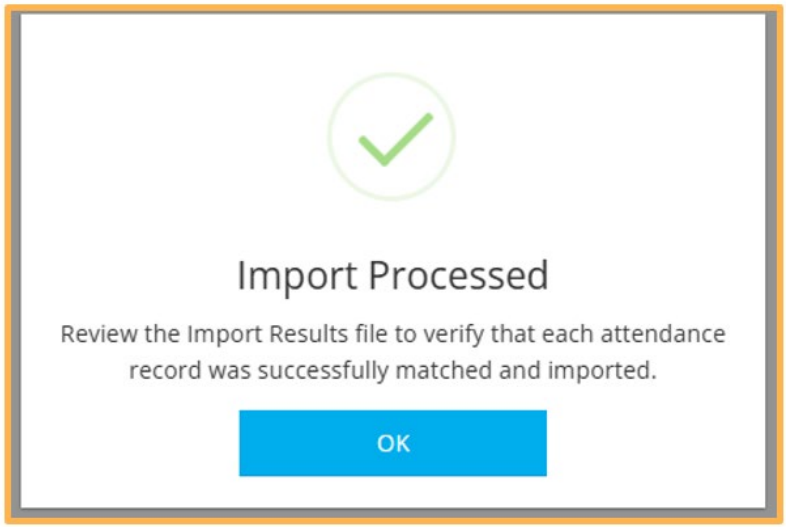
7. Click Import Data.

8. A pop-up appears to confirm the import of the attendees. Click **Yes**.



Upload a Training Roster by an Excel Comma-Separated Values (CSV) File

9. Another pop-up appears to inform that the import was processed. Click **OK**.



10. Click on the **Import Results** to view the import file.

    It is important to view and save the import results at this step. Navigating away from this page will result in no longer being able to access the import results page.

    Import Results definition:

    a. Total Rows: The total number of record/s imported

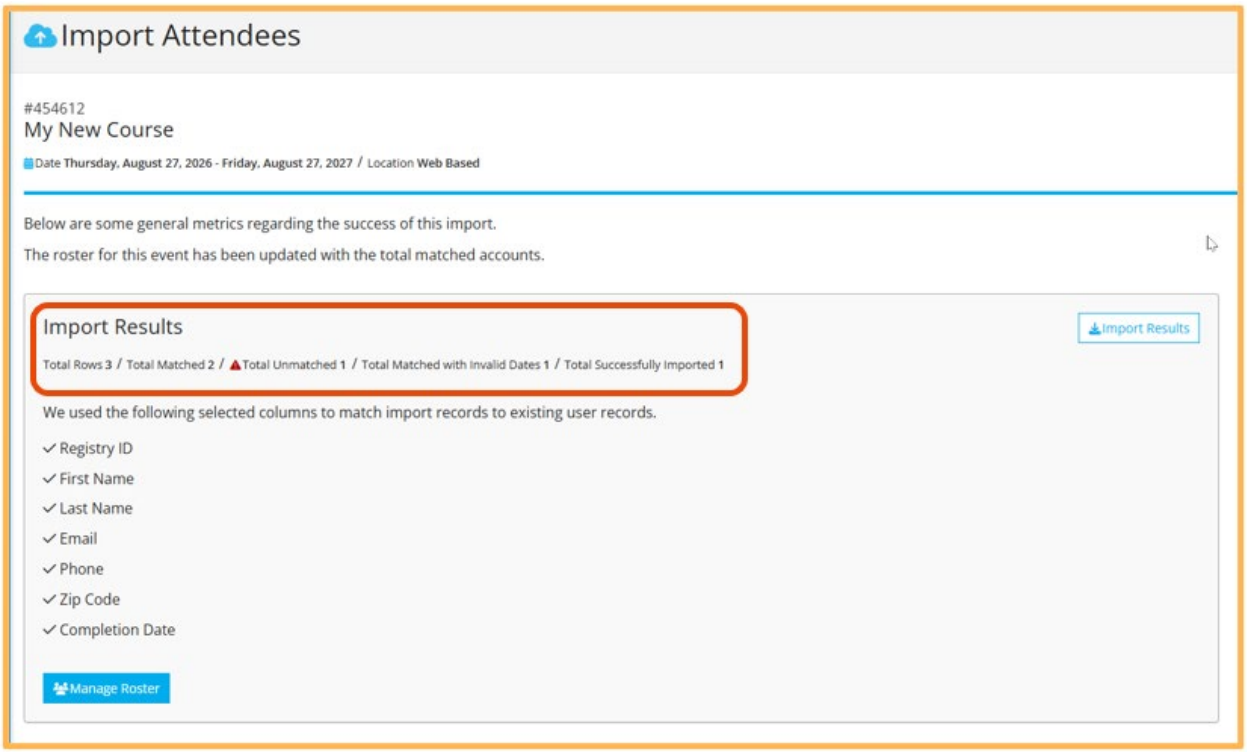
    b. Total Matched: Record/s that have been matched

    c. Total Unmatched: Record/s that have not been matched

    d. Total Matched with Invalid Dates: Record/s outside of Event Date Range

    e. Total Successfully Imported: Record/s that were successfully imported

Upload a Training Roster by an Excel Comma-Separated Values (CSV) File



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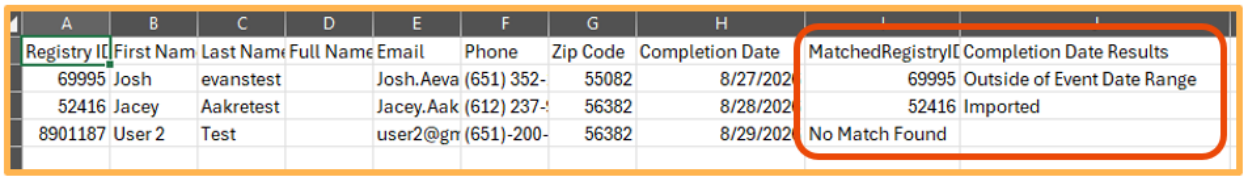

A	B	C	D	E	F	G	H		
Registry ID	First Nam	Last Name	Full Name	Email	Phone	Zip Code	Completion Date	MatchedRegistryID	Completion Date Results
69995	Josh	evanstest		Josh.Aeva	(651) 352-	55082	8/27/202	69995	Outside of Event Date Range
52416	Jacey	Aakretest		Jacey.Aak	(612) 237-	56382	8/28/202	52416	Imported
8901187	User 2	Test		user2@gn	(651)-200-	56382	8/29/202	No Match Found	

12. To view and manage the roster click on the **Manage Roster** button.

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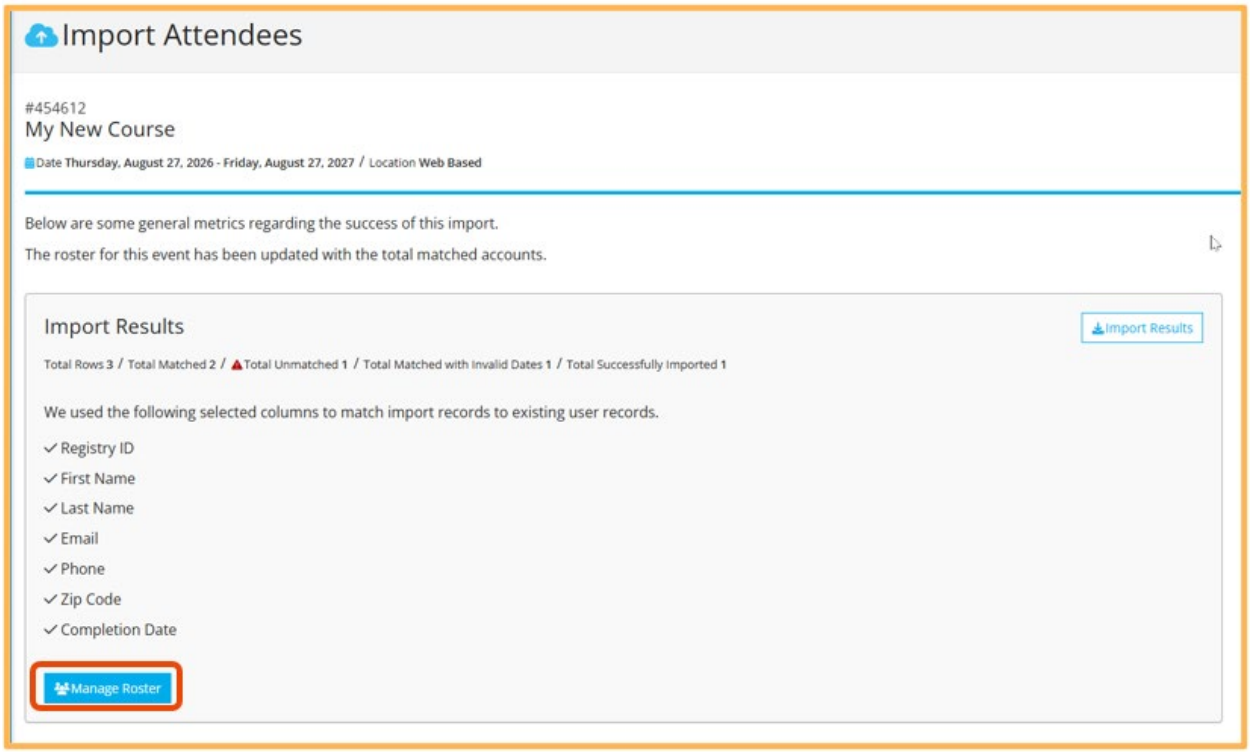
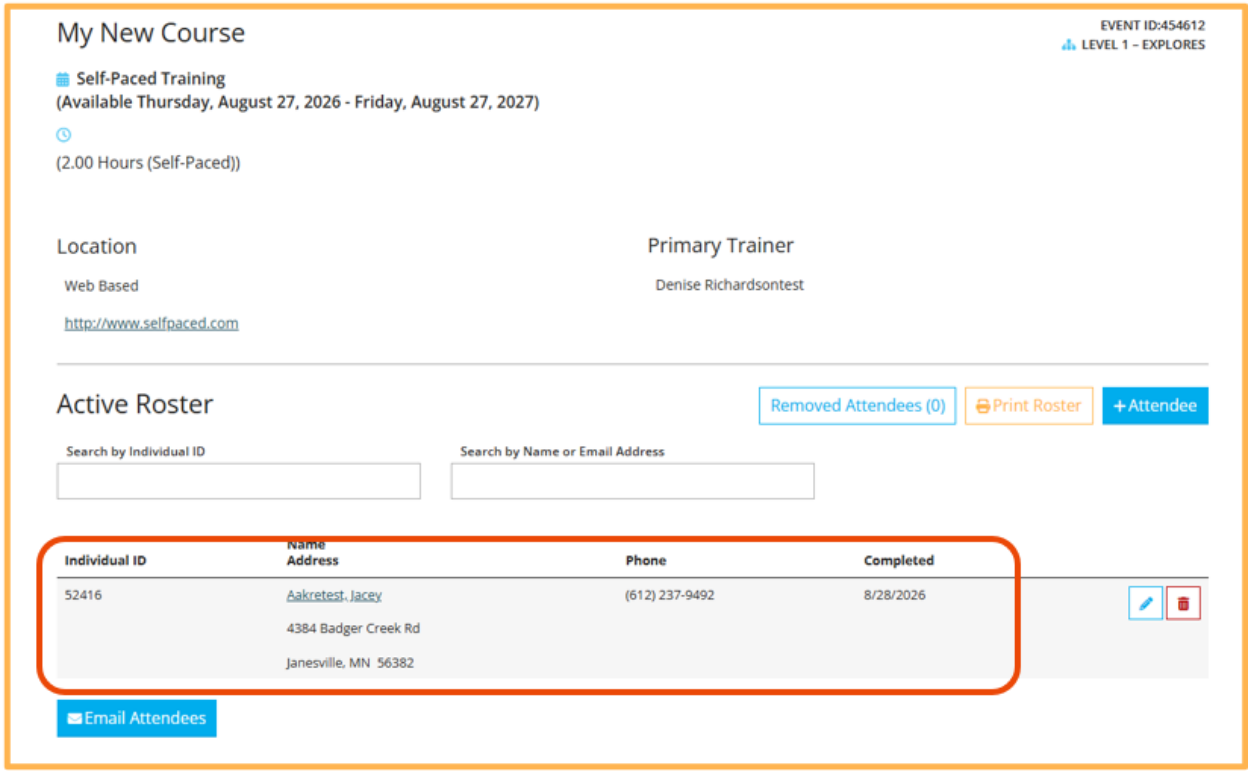


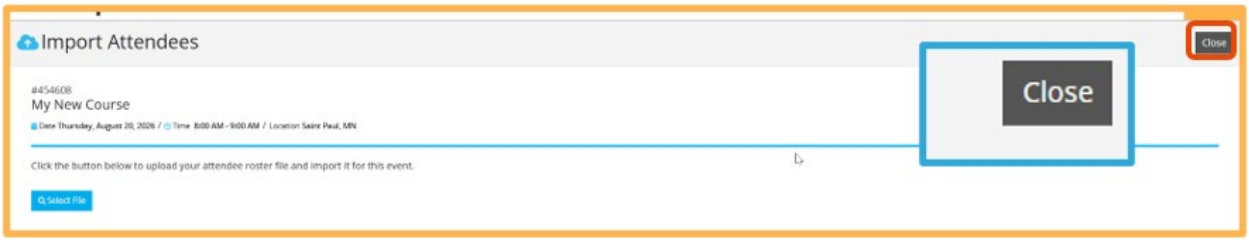


13. To get back to **Training Event** page:

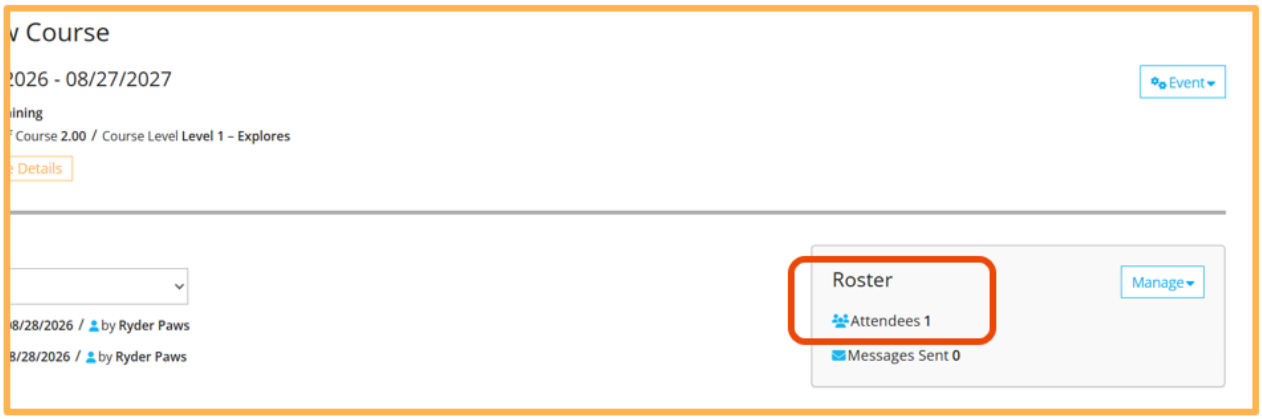
Upload a Training Roster by an Excel Comma-Separated Values (CSV) File

a. Click on **Exit Roster**.

b. Click on the **Close** button on right hand side of the screen.



14. The number of attendees on the roster will display on the Training Event page.



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DEVELOP HELP DESK

The Develop Help Desk is available by phone Monday through Friday.

- Monday, Wednesday and Friday hours are from 8:00 a.m. to 5:00 p.m.
- Tuesday and Thursday hours are from 8:00 a.m. to 7:00 p.m.
- Call 844-605-6938 or email support@develophelp.zendesk.com

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- Call 888-291-9611 **or** 651-655-0150