COLLEGE FAIR AUTOMATION

STUDENT INFO IN A FLASH   by TRC

Steps to import students into the College Fair registration database

- Prior to submitting a request for bulk registration, please contact Molly Johnson at 888-601-0200 ext. 136 to ensure your request is approved before submission.

- Get a copy of the NACACRegImportSpecs.xls spreadsheet from Technology Resource Corp. This can be found using the http://www.trcrent.com/LeadDownload.asp ,using the Username: NACACIMP and the Password: password (must be all lowercase).

- Prepare a test import file in either Excel (.xls) or Comma Separated Values (.csv) format, exported from your Student Information System. This file should be laid out as per the NACACRegImportSpecs.xls spreadsheet. If you have questions about the file format please call Molly at 888-601-0200 ext. 136.

- Submit the file to molly@gotocollegefairs.com with the subject line of the email titled "Test Import File for <Your School Name, city of the College Fair and date of the fair>". It is not necessary to send all of your records for the test import. A couple hundred records is usually more than enough to establish if we will have any issues importing your data.

- If we have problems importing your data we will contact you as to the problem and the necessary steps to correct the issue.

- If we are able to get a clean test import, we will notify you of the success and request that you submit to us ALL of the data you want imported to our real-time database. Please note that the test import data is deleted from our servers immediately after notifying you of the successful import. We would like to have your data imported into real-time system at least 4 to 6 weeks before the College Fair.

- Once received, we will perform the import and send you one (1) PDF file approximately a week prior to the event. This file will have "Student Admittance Passes (barcodes)". These are to be used by the students who attend the College Fair. It is up to each school to determine how best to handle the distribution of the Student Admittance Passes.

- We delete your student's data in our real-time database 90 days after the College Fair closes. Once deleted the data is gone and cannot be recreated. The only data that isn't destroyed is the data your students willingly give to prospective colleges, by allowing their Admittance Pass to be scanned at the fair. We give this data only to the individual college that scanned the barcode, and is subject to each college's policy regarding data security and longevity. **Technology Resource Corporation does not sell, rent or lease any registrant information to any other parties.**