FaithTeam

Sample Membership Import   **File Information**

This is an example of how you can send us your membership data. Not all fields are required, but this is a good example of how we can easily process your current member data and get it into the system for you.

Send us your file, and if we have any questions, we will ask! Also, please feel free to reach us at support@faithteams.com if you have any questions.

Id	Faith Teams Identifier. Leave blank for initial import
First Name	Member / Guest First Name
Middle Initial	Member / Guest Middle Initial
Last Name	Member / Guest Last Name
Birthdate	Member Birthdate (YYYY-MM-DD)
Gender	Member Gender (M, F or blank)
Membership	*Attendee, Child, Deceased, Event Prospect, Guest From Other Church, Inactive Member, Member, Moved, Non-attender, Occasional Attender, Outside Supporter, Visitor*
Street Address	Member Street Address
City	Member City
State	Member State (2 alpha, i.e. NY, LA, TX)
Country	Member State (2 alpha, i.e. US, CA)
Zip/Postal	Member Zip or Postal Code
Email	Member Email
Mobile Phone	Member Mobile Phone Number - any 10-digit format
Home Phone	Member Home Phone Number - any 10-digit format
Family Role	Head of Household, Spouse, Adult, Child, Unassigned or blank
Household ID	(Any text/numeric value that is the same across more than 1 person will tie them together as a family - i.e. Gary, Susie & Jimmy are all from the same family, give them family id: 001)
Status	This is the database status. A for Active, I for Inactive. Inactive is like an archive.
Envelope Number	A number or other identifier - Some churches use an identifier instead of names on offering envelopes to provide anonymity on the envelope. This identifier can be stored here, and searched when manually adding a contribution
Custom-	Specify the column name with "Custom-" and append the name of the field (i.e. Custom-Ministry): Baptism Date, Talents, etc. Enter the name of the field, and the values. In this example, we created Custom-Ministry
Tag-	Specify the column name with "Tag-" and append the name of the tag. Useful for tagging people for ministry groups: ie. 'Mens Ministry', 'Youth Ministry' or anything else that you would like to use to create "groups" in your church. They are powerful because you can select a tag to send an email or sms/text etc. Add as many as you want.