

Approved Workman Database - Import Field Mappings

Source Column	AWdb Field Name	Type	Size	Note
	address_line_1	String	50	All persons with the same address_line_1 and postal_code will be grouped into the same household.
	allergies	String	40	This field should contain only a list of things a person is allergic to. The import process will remove the words "allergies" and "allergic to".
	baptism_date	Date	10	The date (if any) the person was baptized. The date format must be: mm/dd/yyyy.
	birth_date	Date	10	This is a REQUIRED field because a person's birth date is used to calculate age, and in the Online Registration scenario it's used in person matching (with First + Last Name). The date format must be: mm/dd/yyyy.
	carrier	char	20	The cell phone carrier name (e.g. AT&T, Sprint, Verizon). When creating an online registration form, make this a list of carriers, do not use an edit field. Look at Admin > System Settings > Generic Lookups > Cell Phone Carriers for
	cell_phone	String	50	A cell phone number that should be linked to the specific person. Note: If source contains a parent's cell phone, do NOT use this field, instead map to parent_1 or parent_2_cell_phone.
	church_name	String	40	The name of the person's home church. During the import process, each unique church name will be added to Admin > System Settings > Generic Lookups > Church Names so be sure your source values are clean and consistent.
	city	String	30	The name of the city that is used in the household's mailing address.
	club_name	String	20	If blank, or if source value does not match an established club name, then the import process will attempt to assign a club based on Admin > Club Setup > Club Assignments.
	code	String	5	Can be any misc text value up to 5 characters. Sometimes used to 'mark' or identify specific persons for whatever reason, such as a bus ministry route code.
	country	String	30	The country that is used in the household's mailing address.
	dentist_name	String	40	Name of the person's dentist.
	dentist_phone	String	40	Phone number of the person's dentist
	doctor_name	String	40	Name of the person's physician or healthcare facility.
	doctor_phone	String	40	Phone number of the person's physician or healthcare facility.
	email	String	50	An email address that should be linked to the specific person. Note: If the source column contains a parent's email address, do NOT use this field, instead map to parent_1 or parent_2_email_address.
	emergency_contact_cell_phone	String	50	The Emergency Contact cell phone.
	emergency_contact_first_name	String	40	The Emergency Contact first name.

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Source Column	AWdb Field Name	Type	Size	Note
	emergency_contact_gender	char	6	The Emergency Contact's gender.
	emergency_contact_last_name	String	40	The Emergency Contact last name.
	emergency_contact_ok_to_text	bit	1	The Emergency Contact's ok to text setting.
	emergency_contact_relationship	String	20	The Emergency Contact relationship.
	emergency_contact_suffix	char	10	The Emergency Contact's suffix.
	first_name	String	25	This is a REQUIRED field because the person's first name is used in person matching in the Online Registration scenario.
	gender	String	6	This is a REQUIRED field. VALID CHOICES are: M, Male, F, or Female. Any values other than these will be blanked. Gender and Grade values are used to assign the Club Name.
	grade	String	3	VALID CHOICES are: P0, P1, P2, P3, P4, TK, K, 1-12, and Gr (P0=0 yrs old, P1=1 yr old, P2=2 yrs old, P3=3 yrs old, P4=4 yrs old, Gr=Graduate) Non-matching values will be blanked, and the import process will attempt to
	home_phone	String	50	A home phone number that will be associated to the household (not linked to a specific person). Duplicates will be removed.
	household_email	String	50	An email address that will be associated to the household (not linked to a specific person).
	household_external_id	String	10	This field could be used for a unique household-level identifier that may exist in the source file, such as one from your main church database
	insurance_company	String	20	The name of the medical insurance company for the individual member. Any policy_number value will be appended during import and resulting value is stored in the field "Insurance_Info".
	last_name	String	25	This is a REQUIRED field because the person's last name is used when deriving Person and Household filing_names, and the last_name is used in person matching in the Online Registration scenario.
	last_td_shot	Date	10	Date of the member's last tetanus vaccination.
	medical_information	String	300	Don't put allergies in this field, instead use the "Allergies" field. Use THIS field for OTHER medical information. Imported medical information notes are appended to any existing medical information notes.
	member_external_id	String	10	This field could be used for a unique person-level identifier that may exist in the source file, such as one from your main church database.
	non_parent_pickup	String	50	Persons, other than parents, authorized to pick up children in the household. Source data mapped to this field will appear in the "Persons (other than parents) authorized to pick up..." field in the Household area of the Member form.
	notes	String	500	A field for misc notes or source data that isn't already mapped to another field. Values from multiple source fields may be added to this field by mapping them to notes_2, notes_3, and notes_4. Imported notes are appended to existing

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Source Column	AWdb Field Name	Type	Size	Note
	notes_2	String	50	A source column mapped to this field will be appended to the main Notes field. (The Column Name will be used as a label preceding the value, so you should edit your source column name if desired.)
	notes_3	String	50	A source column mapped to this field will be appended to the main Notes field. (The Column Name will be used as a label preceding the value, so you should edit your source column name if desired.)
	notes_4	String	50	A source column mapped to this field will be appended to the main Notes field. (The Column Name will be used as a label preceding the value, so you should edit your source column name if desired.)
	ok_to_text	bit	1	The Member's ok to text setting.
	parent_1_carrier	char	20	The cell phone carrier name (e.g. AT&T, Sprint, Verizon). When creating an online registration form, make this a list of carriers, do not use an edit field. Look at Admin > System Settings > Generic Lookups > Cell Phone Carriers for
	parent_1_cell_phone	String	50	The parent's (or guardian's) cell number.
	parent_1_email	String	50	The parent's (or guardian's) email address.
	parent_1_first_name	String	40	The parent's (or guardian's) first name.
	parent_1_gender	char	6	The Parent's (or guardian's) gender.
	parent_1_last_name	String	40	The parent's (or guardian's) last name.
	parent_1_ok_to_text	bit	1	The Parent's (or guardian's) ok to text setting.
	parent_1_relationship	String	20	The parent's (or guardian's) relationship to the specific person. Typical values: "Mother", "Father", "Grandmother", "Foster Mother" etc.
	parent_1_suffix	char	10	The Parent's (or guardian's) suffix.
	parent_2_carrier	char	20	The cell phone carrier name (e.g. AT&T, Sprint, Verizon). When creating an online registration form, make this a list of carriers, do not use an edit field. Look at Admin > System Settings > Generic Lookups > Cell Phone Carriers for
	parent_2_cell_phone	String	50	The parent's (or guardian's) cell number.
	parent_2_email	String	50	The parent's (or guardian's) email address. The parent_2_first_name + parent_2_last_name will be used to populate this email's Contact Name field.
	parent_2_first_name	String	40	The parent's (or guardian's) first name.
	parent_2_gender	char	6	The Parent's (or guardian's) gender.

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	parent_2_last_name	String	40	The parent's (or guardian's) last name.
	parent_2_ok_to_text	bit	1	The Parent's (or guardian's) ok to text setting.
	parent_2_relationship	String	20	The parent's (or guardian's) relationship to the specific person. Typical values: "Mother", "Father", "Grandmother", "Foster Mother" etc.
	parent_2_suffix	char	10	The Parent's (or guardian's) suffix.
	policy_number	String	20	The value of this field will be appended to the insurance_company field during import and will be stored in field "Insurance_Info".
	postal_code	String	10	The Household's Postal (ZIP) Code used in the mailing address. This value (and address_line_1) is used to match and group persons into same household.
	preferred_name	String	25	If not mapped to a source field, or if the source field is blank, then this field is populated with the first_name.
	rebirth_date	Date	10	This field is used to track the date of a salvation decision. The date format must be: mm/dd/yyyy.
	school_name	String	40	The name of the person's school. During the import process, each unique school name will be added to Admin > System Settings > Generic Lookups > School Names so be sure your source values are clean and consistent.
	special_needs	String	5	Indicates if the person has special needs. This field is a checkbox and values 1, true, y, or yes (ignoring case) will set the checkbox. All other values will clear the checkbox.
	state	String	2	The Household's mailing State (using 2 letter abbreviation with capital letters). If left blank or any other value than two capital letters, the import process will populate with your church's State.
	suffix	String	10	Typical values are: II, III, Jr, Sr
	title	String	10	Typical values are: Mr, Mrs, Miss, Ms, Dr, Pastor. For clubbers, if the Title field is left blank "Mr" or "Miss" will be inserted based on Gender.
	translation	String	10	The person's preferred bible translation. VALID CHOICES are: ESV, KJV, NIV, NKJV, Spanish. If source value is invalid or blank, the default Translation under Admin > System Settings > Options > Misc will be used.
	type	String	10	VALID CHOICES are: Clubber or Leader. If source is not mapped or contains values other than these, "Clubber" will be assigned as the member type.