

How To Use The ECTS Award Generator

[How To Use This Website](#)

Step 1:

If this is your first time using this tool, press the **Download Template Button**. This will automatically download the template, when you open the completed download it will take you to a(n) excel file with headings.

Step 2:

In the Excel file type in the information that all the fields need and save it as a different file **NOTE:** You MUST save it as a CSV (Comma Separated Value) File. This is to make sure the program can work.

Step 3:

After doing everything prior and finding which award template you want, you can then press the **Import CSV File** button. After that select the CSV file of your choice. What will happen is the awards will be created.

Step 4:

If you want to print them out press **Export Award** or CTRL + P and it will bring you to the print screen. Thanks for using. **NOTE:** In print setting turn off **Headers and Footers** and turn on **Background Graphics**