

1) Prep Data

- a) Open SQL Server
- b) Connect to DB
 - i) Server type: Database Engine
 - ii) Server name: 153.9.224.100
 - iii) Authentication: SQL Server Authentication
 - iv) Login: sa
 - v) Password: snow123
- c) Open the datadumpday query
 - i) This PC > OS (C:) > Repositories > sfsqrcode
 - ii) Double click datadumpday
- d) Change the startdate and end date to the time frame that you need
- e) Execute Query on PEGettysburg2
 - i) In the top bar select PEGettysburg2 in the drop down list
 - ii) Click execute
- f) Exit SQL Server

2) Export Data

- a) Open Import and Export wizard
 - i) In the search bar at the bottom of the desktop type Import and select Import and Export Data (64-bit)
- b) Click Next
- c) Choose a Data Source
 - i) Data source: SQL Server Native Client 11.0
 - ii) Server name: 153.9.224.100
 - iii) Use SQL Server Authentication
 - iv) Login: sa
 - v) Password: snow123
 - vi) Database: GettysburgStagingDay
 - vii) Click Next
- d) Choose a Destination
 - i) Destination: Flat File Destination
 - ii) File Name
 - (1) Choose your destination
 - (2) File name: *TableName*.csv
 - iii) Click Next
- e) Copy data from one or more tables or views
- f) Source table or view: Select table you wish to export
- g) Click Next
- h) Click Finish
- i) Repeat For all necessary Tables

3) Upload Data

- a) Download data loader from salesforce
 - i) Setup > Data Management > Data Loader

- ii) Open Data Loader
- iii) OAuth
 - (1) Choose production or sandbox
 - (2) Click login and login
 - (3) Click next
- iv) Select Insert (Upsert if there is already data and you want to avoid duplicates)
- v) Select the Object you are uploading
- vi) Choose the applicable CSV file (the file from earlier)
- vii) If upserting
 - (1) Match by External ID
- viii) Click Next
- ix) Map fields
- x) Choose a Directory for the success and error files
- xi) Click Finish

Order for uploading data

- 1) Users
- 2) Contacts
- 3) Account
- 4) Activity
- 5) Activity Schedule
- 6) Price Type
- 7) Activity Price Schedule
- 8) MemberShip
- 9) Payments
- 10) Tickets