**How to upload a csv file to a new list in Sendgrid.**

1. Make sure computer has Python downloaded.
   1. Notes from programmer:

The requests library installed. You can install it using pip:

pip install requests

Roverto, this will need more explanation

1. Copy to Desktop from Google Drive folder “Data|Sendgrid” the file called “Start Upload of csv file to Sendgrid”. That is a bat file.
2. Copy to Desktop from Data|SendGrid the file called “Upload\_Contacts”
3. Go to Roster
4. Download as csv
5. Delete the top row that has misc. info
6. Change the headers so that they are the same as the Sendgrid field names. We have formats you can copy.
   1. Delete the columns you don’t need
      1. For Hospitals, you should have 13 columns left. You can copy the headers and replace with the ones in data|Hospital Sendgrid Upload Format
      2. For Schools, you should have \_\_\_ columns left. You can copy the headers and replace with the ones in data|Hospital Sendgrid Upload Format
7. In the Upload\_Contacts file
   1. Open in Notepad
   2. Make sure the name of your .csv file is correct
   3. Make sure that the name of the new list (in Sendgrid) is correct.
   4. The SendGrid API is already in the Upload\_Contacts file, so you don’t need to do that. Roverto, correct?
   5. Save corrected file.
8. Open Sendgrid (Roverto, is this necessary since we are using the API?)
9. Run the bat file – two methods:
   1. First method: by double-clicking on file in Desktop called “Start Upload of csv file to Sendgrid. If you get an error, click, “More Info” and allow it to run.
   2. Second method: CMD Prompt
      1. Use CMD Prompt
      2. Navigate to desktop
      3. Enter command: py upload\_contacts.py
   3. You should get a “successful”. If so, look in Sendgrid for your new list. If not,
      1. Are you sure your csv file is perfectly formatted?
      2. Is the name of the csv file and the new list name correct in your “Upload\_Contacts” file?
      3. If there is an authentication error, In Sendgrid, Check API key and permissions
      4. Otherwise tell Roy and he’ll contact Roverto (aka Andrii Berdnikov in Upwork)

Roverto’s notes:

Instructions for Using the SendGrid Contact Upload Script

Overview

This Python script is designed to create a new contact list in SendGrid and upload contacts from a CSV file into that list. The script utilizes the SendGrid API to manage contacts and lists.

Prerequisites

Python 3.x installed on your machine.

The requests library installed. You can install it using pip:

pip install requests

A valid SendGrid API key. Replace the placeholder in the script with your actual API key.

CSV File Format

The CSV file should contain a header row with at least one column named "Email". Additional columns can be added for custom fields. An example of the CSV format is shown below:

Email, FirstName, LastName

john.doe@example.com, John, Doe

jane.smith@example.com, Jane, Smith

Execution:

The script first creates a new list in SendGrid.

It then reads the contacts from the specified CSV file.

Finally, it uploads the contacts to the newly created list.

How to Run the Script

Update the SENDGRID\_API\_KEY with your actual SendGrid API key.

Update the file\_path variable with the path to your CSV file.

Update the new\_list\_name variable with your desired list name.

method 1:

please run the start.bat file.

method2:

Open a terminal or command prompt.

Navigate to the directory where the script is saved.

Run the script using the command:

py upload\_contacts.py

Troubleshooting

Ensure that the CSV file is correctly formatted.

Check your API key and permissions in SendGrid if you encounter authentication errors.

Review the response messages printed in the terminal for any errors during the execution.