Non-Member Template Field Descriptions
Last updated December 11, 2007

Field Name	Type	Length	Description
Member Deceased	Y/N	N/A	Person is no longer living
Member Lost	Y/N	N/A	Person is considered a "lost" member
Primary Group Code	Text	20	Must Match Code from Group System
Email Address	Text	100	Email Address (Ex. user@domain.com)
Constituent ID	Text	50	Unique Identifier (See below)
Gender	M/F	1	Male or Female
Member Name Title	Text	15	Name Prefix (Ex: Mr., Mrs., Dr.)
First Name	Text	50	First Name (required)
Nickname	Text	50	Nickname (Ex. William = Bill)
Middle Name	Text	50	Middle Name
Last Name	Text	50	Last Name
Maiden Name	Text	50	Maiden Name
Member Name Suffix	Text	15	Name Suffix (Ex: Jr, Re)
Lost Member Notes	Text	255	Notes shown on website (See below)
Membership	Text	50	Label used with dues system, carries forward to registered member profile (see below)
Date Membership Expires	Date	N/A	Membership expiration date used w/ dues system (See below)
Website	Text	100	Personal URL (Ex: http://www.mywebsite.com)
Birthdate	Date	N/A	Birthdate (Valid date format)
Marital Status	Text	50	Single, Married, Divorced, Separated, Widowed
Spouse Name	Text	50	Spouse Name
Anniversary Date	Date	N/A	Wedding Anniversary Date
Address Lines	Text	100	Primary Address Lines Delimited by "/n" (See below)
City	Text	50	Primary City
Location	Text	25	Primary State, Province or other Location
Postal Code	Text	25	Primary Postal Code
Country	Text	50	Primary Country
Phone Area Code	Text	3	Primary Phone Area Code
Phone	Text	50	Primary Phone
Mobile Area Code	Text	3	Mobile Area Code
Mobile	Text	50	Mobile
Self Employed	Y/N	N/A	Is this member self-employed?
Employer Name	Text	50	Member is employed by?
Employer Address Lines	Text	100	Employer Address Lines Delimited by "/n" (See Below)

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Field Name	Type	Length	Description
Employer City	Text	50	Employer City
Employer Location	Text	50	Employer State, Province or Other Location
Employer Postal Code	Text	15	Employer Postal or Zip Code
Employer Country	Text	50	Employer Country
Employer Phone Area Code	Text	3	Employer Phone Area Code
Employer Phone	Text	50	Employer Phone
Employer Fax Area Code	Text	3	Employer Fax Area Code
Employer Fax	Text	50	Employer Fax
Professional Title	Text	50	Member's Professional Title
Profession	Text	50	Member's Profession
Business Website	Text	100	URL (Ex: Http://www.some-site.com)
Registration Verification Data 1	Text	50	(See below)
Registration Verification Data 2	Text	50	Optional as needed
Registration Verification Data 3	Text	50	Optional as needed
Registration Verification Data 4	Text	50	Optional as needed
Registration Verification Data 5	Text	50	Optional as needed
Last Updated (KD)	Date	N/A	Date record was last changed (See below)

General Notes

Y/N fields:
True = "Y" "Yes" "T" "True" "1"
False = "N" "No" "F" "False" "0"

Gender field:
Male = "M" "Male"
Female = "F" "Female"

The only CRITICAL/REQUIRED fields are First Name and Last Name.

Last Updated (KD): KD stands for Key Date. This key date field is what determines if a record will be updated when an import occurs. If the Last Updated field for the record is newer than the last updated field within YM, then the record will be updated upon import.

If you are importing new records for the first time, leave the Last Updated field blank. If you are updating existing records, use this field to indicate that there has been a change by including today's date.

Primary Group Codes are created through the administrative backend of the site. These codes MUST match the codes ALREADY CREATED through these systems. Please refer to the appropriate codes for use in the importing process. If the codes do not already exist, you must create them before importation.

The Constituent ID field refers to any unique identifier currently assigned to your members by an \offline database. This field is not required, but can be useful for future imports and updates to the online member database. It is not displayed to the member.

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Primary & Professional Address Information will display within the backend of the site on the non-member edit form. If you are importing non-members whose professional address information is the primary address information, we suggest duplicating the data within both the professional and primary address sections. Only primary address information is searchable within the online directory.

Address Lines & Employer Address Lines will contain what you may deem to be "address 1" and "address 2" information (example: 1234 1st Street West, Suite 300.) Please ensure this information is provided with a "/n" between line 1 and 2. The "/n" will inform the system where to split the address data for address 1 and address 2 fields on the website.

The Lost Member Notes field is any additional information you have about the nonmember that you want displayed next to the search results on the frontend of the site. This information will be seen by community members so use discretion.

The fields for Date Membership Expires and Membership refer to an optional feature that allows your organization to charge dues for being a member of the community. There are a number of membership settings that can be configured for your organization. Be sure to talk with your YourMembership.com client manager about this feature. If you do not intend to implement memberships or dues, you can leave these fields blank.

The Registration Verification Data 1-5 fields are used to "connect" a new registrant with their non-member record in the directory. We allow for up to five match fields, but ONLY ONE IS NEEDED whether you opt for auto- or manualapproval of members.

During registration, a new registrant will be asked to provide their last name along with one other piece of information (registration verification data). Optimally, registration verification data should be known only to that user, such as social security number or mother's maiden name, but you can also use data such as birth date or even class year. This data is never displayed on the public side of the site for security purposes.

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