Member Template Field Descriptions
Last updated July 9, 2009

Field Name	Type	Length	Description
Member Type Code	Text	20	Must Match Code from Member Type System
Primary Group Code	Text	20	Must Match Code from Group System
Email Address	Text	100	Email Address (Ex. user@domain.com)
Email Bounced	Y/N	N/A	Has this email bounced?
Email Address Alternate	Text	100	Alternate Email Address
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
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)
Username	Text	4-255	Username (See Below)
Password	Text	4-20	Password (See Below)
Registration Date	Date	N/A	Signup Date
Member Approved	Y/N	N/A	Is this an approved member?
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 (See below)
Membership Expires	Y/N	N/A	Does this membership expire?
Additional Seats	Integer	3	Used with Master/Sub-Account System. Configures number of sub-accounts the member has
Career Opening	Integer	3	Used with Career Center system. Configures number of job postings a member can post
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
Home Address Lines	Text	100	Home Address Lines Delimited by "/n" (See Below)
Home City	Text	50	Home City
Home Location	Text	50	Home State, Province or other Location
Home Postal Code	Text	15	Home Postal or Zip Code

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1

Field Name	Type	Length	Description
Home Country	Text	50	Home Country
Home Phone Area Code	Text	3	Home Phone Area Code
Home Phone	Text	50	Home 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)
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)
Education and Experience	Text	8000	Description of Education and Experience
Social Organizations	Text	8000	Description of involvement in Social Organizations
More Personal Info	Text	8000	Additional Personal Information
Last Updated (KD)	Date	N/A	Date record was last changed
Website ID (RO)	Integer	N/A	Website ID Number (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"

RO: This field is Read Only. This data will be exported out the YM database but data cannot be import into RO fields.

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.

The only CRITICAL/REQUIRED are First Name, Last Name, Member Type Code, Username and Password. Other information such as Email Address and Home Address information is helpful, but will not prevent the member from logging in to your community. Please leave fields blank if they do not apply. Anything entered into a field in the spreadsheet will be imported.

Many of the above fields are may be required once the member is logged into their profile, depending on your required field preferences. Members will not be able to update their profile without providing your organization with the required fields you have selected. Required fields are clearly indicated on the site "edit profile" forms.

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2

Please Note: The Home Address Lines and Employer Address Lines fields 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.

Member Type Code and Primary Group Code 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 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 Your-Membership.com client manager about this feature. If you do not intend to implement memberships or dues, you can leave these fields blank.

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.

The Website ID number is a unique identification number that will be assigned to each record once it becomes part of the YourMembership.com system.

The Username field must be between 4 and 255 characters. Usernames may have special characters (ex: johns_123, tony@tigers.com). Each Username must be unique. Password must be a minimum of six (6) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.).

When exporting Education and Experience, Social Organizations, and More Personal Info, only the first 1000 characters will export.

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3