

CSV Import

For a template file (containing field titles) you can click the link "Click here to download CSV template file." in the instructions box. Edit this file in your favorite spreadsheet software to add your event content prior to upload. (Refresh recommends [Microsoft Excel](#) & [OpenOffice.org Calc](#))

Spreadsheet Software Formatting

When you open the template file in a Spreadsheet program the EventDate, StartTime & EndTime fields will likely be formatted incorrectly. Please be sure you've formatted these fields properly before you save or export to a CSV file.

Data Fields

- **Enclosed By** - Helios supports CSV import with fields enclosed by single quote ('), double quote ("), or fields without an enclosure character (NONE). Select the enclosed character your CSV uses from the select list.
- **Terminated By** - Helios supports CSV import with fields terminated (separated) by a comma (,). Select the terminating character your CSV uses from the select list.

Event Data (Imported Fields)

These following fields, their order and the noted formats discussed below are required. Failure to format import data correctly will result in import failure or importing the data incorrectly. While the data for a given field may not be required, the inclusion of that field in the import structure is required.

Field	Data Required	Note
EventTitle	Yes	text up to 150 chars
Description	No	HTML Allowed - All text must be on the same line (CSV Formatted). To produce line breaks use <code>
</code> or <code><p> </p></code> HTML tags.

Cost	No	text up to 50 chars
EventDate	Yes	Format: YYYY-MM-DD
StartTime	Depends	Format: HH:MM:SS - 24 hour time (Required if AllDay = 0)
EndTime	No	Format: HH:MM:SS - 24 hour time
AllDay	Yes	0 or 1, 0 = No, 1 = Yes (If Yes Start & End Times Ignored)
LocationID	Yes	Numeric ID of the Location the event is assigned to ¹ (0 if using Custom Location)
LocationName	Depends	text up to 50 chars (Required if LocationID is Blank or 0)
LocationAddress	No	text up to 50 chars
LocationAddress2	No	text up to 75 chars (2nd Address Line, Ex: Apt/Suite/Office \#)
LocationCity	No	text up to 50 chars
LocationState	No	text up to 30 chars (Use Abbreviation from selectRegion.php file)
LocationZip	No	text up to 11 chars
LocationCountry	No	text up to 50 chars
ContactName	Depends	text up to 50 chars
ContactEmail	Depends	text up to 75 chars

ContactPhone	No	text up to 25 chars
ContactURL	No	text up to 100 chars (http:// prefix is required in URL)
Billboard	Yes	0 or 1, 0 = Don't Show on Billboard, 1 = Show on Billboard
SeriesID	No	text up to 20 chars. Must be unique for each series, events with matching SeriesID will be part of the same series. Do not use spaces or special character. Leave blank for single occurrence events.

- If the event is assigned to a Location (via LocationID) the Location data imported will be ignored. To use custom imported Location data leave the LocationID field NULL or 0.

¹ - To find a Location's ID number edit the location, the IID in the URL is the Location's ID.

Categories

Select the categories to assign the imported events to. All events will be assigned to the selected categories. To assign events to different categories import them in groups of category related events.