

Enroll Multiple Learners via Upload Process

If you wish to ensure all Learners are enrolled in the correct course (employee versus supervisor) in a timely manner and include a due date to send automatic reminder emails every seven (7) days, this is the option for you!

Step 1 – Download the spreadsheet at [CalChamber Training Upload Spreadsheet \(.xlsx\)](#)

Step 2 – Fill in the required information for each Learner that needs to be added and enrolled, making sure column headers are not changed. Please make sure all required information is uploaded or the spreadsheet will be returned to you as incomplete. If you have more than 500 Learners, you will need to upload multiple spreadsheets. You can break the spreadsheets up by enrollment key or Learning Administrator (if you have more than one). If you have less than 500 Learners, it is recommended that you upload only one spreadsheet, regardless of the number of enrollment keys or Learning Administrators.

	A	B	C	D	E	F	G	H
1	Username	EmailAddress	Password	ManagerUsername	FirstName	LastName	EnrollmentKey	DueDate
2	joe.user	joe.user@yourcompany.com	passwordgoeshere	your.admin.username	User	User	(found in purchase email)	
3	jane.user@yourcompany.com	jane.user@yourcompany.com	passwordgoeshere	your.admin.username	Jane	User	(found in purchase email)	
4								
5	1	2	3	4	5	6	7	8
6								
7								
8								
9								

- 1) Username:** We STRONGLY recommend the Username be the Learner's work email address. If no email address is available, please use this format: FirstName.LastName.CID# (your Customer ID Number [CID] can be found in the Admin's welcome email)
- 2) Email address:** Required only if you would like each Learner to receive a system generated email with their Username and Password. Otherwise, leave this column blank if *you'd* like to send an email to all your Learners with their Username and Password using your organization's internal email system (i.e. Outlook).
- 3) Password:** welcome
- 4) Manager Username:** YOUR CalChamber LMS Username
- 5) First Name:** Learner's first name
- 6) Last Name:** Learner's last name
- 7) Enrollment (Registration) Key:** This can be found in the Admin's welcome email. Please make sure you are listing the correct enrollment (registration) key based on need (employee versus supervisor coursework)
- 8) Due Date:** Optional. Learners will receive reminder emails every seven (7) days up to seven (7) weeks if they have not completed the course. You must email training@calchamber.com to extend the due date. If this column is left blank, Learners' due dates will default to December 31, 2021.

Step 3 – Save this spreadsheet as an .xlsx file in the following format:

- 1) CalChamberRedemption**YourCompanyName**.xlsx (example: CalChamberRedemption**PetStore**.xlsx)
- 2) Email this spreadsheet to trainingupload@calchamber.com
- 3) Once the file has been uploaded, the Learning Administrator will receive an email notifying them if the upload was successful or not
- 4) The Administrator should email the organization's Learners, letting them know they will receive two emails from the CalChamber Learning website and to make sure they read them. Learners with email addresses will receive two emails with the following information:
 - a. A system generated email will advise each Learner of their Username, password and the link to the training site
 - b. The second system generated email will advise the Learner that their course has been assigned
- 5) For Learners *without* email addresses, Administrators will need to reach out to them to give them their Username, password and link to the training website

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