Tips for uploading a CSV file!
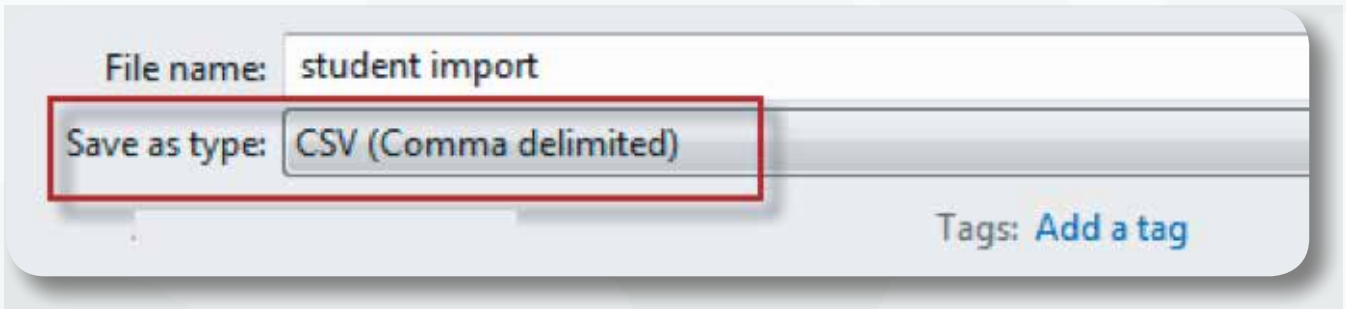
1 Have you used the wrong file format?

Make sure you save your file as a CSV (Comma delimited file)

File name:	student import
Save as type:	CSV (Comma delimited)
	Tags: Add a tag

2 Check you have included all information in all the required fields:

- First_name, last_name, email, school_grade, difficulty_level

Please ensure these header fields on the CSV are not removed, this will cause the file not to upload properly

3 Ensure that there is no additional information in the CSV file outside the required fields provided.

4 Check that your students' email addresses are not already in WordFlyers.

5 Ensure there are no special characters used in the file. Such as comma (,) and quotation marks ("")

If you are still having problems, please contact us on **1300 784 088** or via email on **contact@wordflyers.com.au**