



# SMART BULK UPLOAD

The SMART Bulk Upload process allows you to effortlessly upload your scholarship information into the SMART portal using your Excel worksheet.

Once you log into your account, click the "Add Scholarship" button. Create the header portion of the scholarship by entering the Event Name, Total Amount, Date Event Ended, Center Name and League/Tournament Cert #.

You must click Save Progress to proceed to the next step.

SMART Program Reports Welcome SMART SMART! [ Log Out ]

### Create Scholarship

[← Back to Scholarship List](#)

SMART Scholarship - SMART Provider Fund #2

**Please be sure to click 'Submit' or 'Save Progress' before you log out.**

Event Name	Total Amount	Date Event Ended
<input type="text" value="Tournament /Lge XYZ"/>	<input type="text" value="\$ 500.00"/>	<input type="text" value="08/10/2019"/>
		(mm/dd/yyyy)
Center Name	League/Tournament Cert. #	
<input type="text" value="You Name It Bowl"/>	<input type="text" value="00000"/>	

[+ Recipient](#) 

To upload a recipient list file, please save your progress first. The Recipients List must be empty.

Recipient Name	National ID	Phone	Email	Age	Graduation	Amount	Remaining Balance: \$500.00
						Total Allocated: \$0.00	



[Save Progress](#) [Print Page](#)

You'll now see a new set of buttons. Click the '?' button to see the file format instructions.

ⓘ Please be sure to click 'Submit' or 'Save Progress' before you log out.✕

Event Name <input type="text" value="Tournament /Lge XYZ"/>	Total Amount <input type="text" value="\$ 500.00"/>	Date Event Ended <input type="text" value="08/10/2019"/> <small>(mm/dd/yyyy)</small>
Center Name <input type="text" value="You Name It Bowl"/>	League/Tournament Cert. # <input type="text" value="00000"/>	

[+ Recipient](#)

?

Bulk Upload

Choose File

Upload Recipient List

Recipient Name	National ID	Phone	Email	Age	Graduation	Amount	
							<b>Total Allocated: \$0.00</b>

Save Progress

Delete Scholarship

Print Page

[← Back to Scholarship List](#)

## Bulk Upload ✕

Bulk Upload can be used to upload a file containing a list of recipients receiving and award for this scholarship.

The file must be a CSV (*comma delimited*) file with the header row containing the following data:

- USBC ID
- FIRST NAME
- LAST NAME
- DOB
- AMOUNT (*Support various formats with or without \$*)

Example file format:

```
111-1111,John,Doe,5/8/1999,50  
111-1112,Jane,Doe,"feb. 23, 2000",$100.50
```

[Close](#)

Once your Excel file is saved in the CSV format, click the Choose File button and locate the file on your computer, then click the Upload Recipient List button.

In a matter of moments, your recipient information will be displayed and ready for you to verify.

Please be sure to double-check the USBC ID with the name displayed on the screen. If discrepancies are found between your file and the bowler's database, comments are added, and action can be taken to make a correction.

**Please be sure to click 'Submit' or 'Save Progress' before you log out.**

Event Name: Tournament /Lge XYZ      Total Amount: \$ 500.00      Date Event Ended: 08/10/2019  
(mm/dd/yyyy)

Center Name: You Name It Bowl      League/Tournament Cert. #: 00000

**+ Recipient**      **Bulk Upload**      **Choose File**      **Upload Recipient List**

Recipient Name	National ID	Phone	Email	Age	Graduation	Amount
						<b>Total Allocated: \$0.00</b>

**Remaining Balance: \$500.00**

**Save Progress**      **Delete Scholarship**      **Print Page**

After you've verified the entries, click Submit and send the information to SMART. You may fund your scholarship online with a debit/credit card or mail a check/money order to complete the transaction.

Your recipients will appreciate the timely entry of their scholarship award and you'll enjoy the extra time you saved using SMART Bulk Upload!