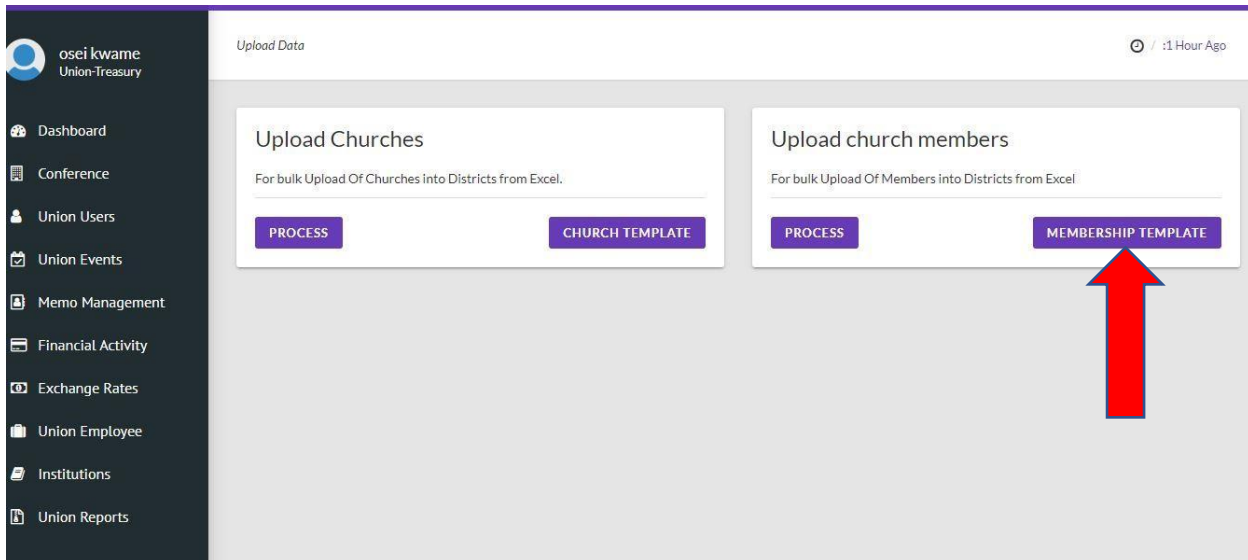
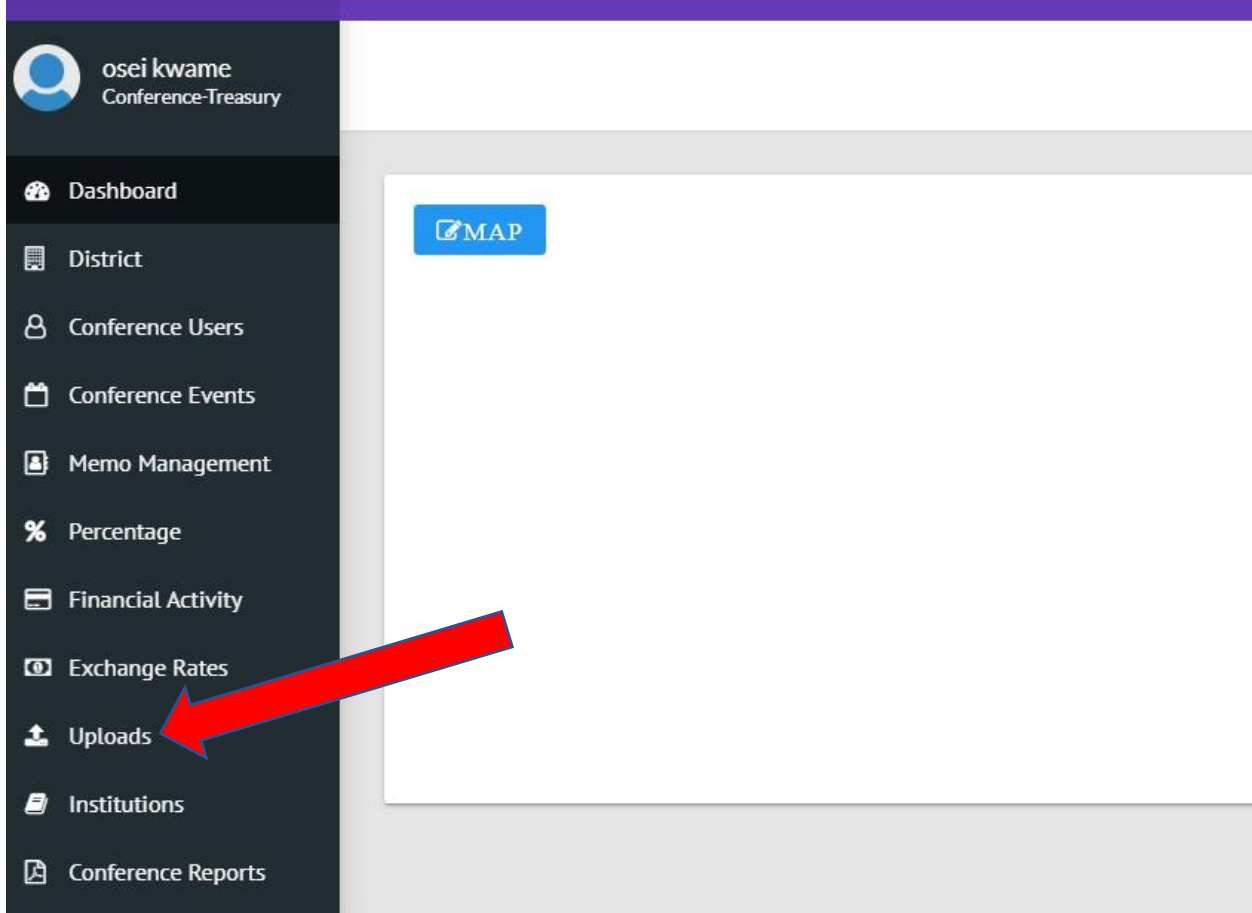


## How to upload Members to churches into the AllinWAD System

After logging into the system on the left side of the menu bar, click on uploads



When you click on the uploads link, you would see this page.

In order to upload Members to churches, select Membership template, then an excel file would be downloaded to your computer. Save copies based on the number of churches you have.

**Note :**  
 1 The Gender, Marital status, Nationality, Employment sector and Baptismal Status are to be selected as applicable not typed  
 2 The Formart For Date Of Birth and Baptismal date are Year-Month-day

S/N	First_Name	Last_Name	Other_Names	Place_Of_Birth	Date_Of_Birth	Gender	Email	Marital_Status	Nationality	Telephone	Father_Name	Father_S
1	John	doe	james	agona tafo	1990-12-30	Male	allinwadsda@gmail.com	Single	Ghana	+23300000000	Joshua	Alive

In spaces where you don't have the complete information, you can leave them blank. When you are done filling each Church excel file with the Members, click on process.

**osei kwame Union-Treasury**

Dashboard  
 Conference  
 Union Users  
 Union Events  
 Memo Management  
 Financial Activity  
 Exchange Rates  
 Union Employee  
 Institutions  
 Union Reports

**Upload Data** / :1 Hour Ago

**Upload Churches**  
 For bulk Upload Of Churches into Districts from Excel.

PROCESS CHURCH TEMPLATE

**Upload church members**  
 For bulk Upload Of Members into Districts from Excel.

PROCESS MEMBERSHIP TEMPLATE

Then you would be presented with this page

The screenshot shows a web application interface for 'All in WAD' with a purple header. The user is logged in as 'osei kwame' from 'Conference-Treasury'. The page title is 'Upload Members to Churches' and it was last updated '2 Days Ago'. The interface includes a sidebar with navigation options: Dashboard, District, Conference Users, Conference Events, Memo Management, Percentage, Financial Activity, Exchange Rates, and Uploads. The main content area features two dropdown menus for 'District' and 'Church', both currently set to 'Select'. Below these is a file upload section labeled 'Upload Excel Sheet:' with a 'Choose File' button and the text 'No file chosen'. A purple 'SUBMIT' button is positioned below the file upload area. The browser address bar shows 'localhost:8000/home'.

You can select the district and the church you are uploading its corresponding excel file to on this page.

**NOTE** Do not modify the excel templates headers because it has been specially created to work with the system the headers are row 1,2,3

The screenshot shows an Excel spreadsheet template with columns for member information. The first row contains a note: '1 The Gender, Marital status, Nationality, Employment sector and Baptismal Status are to be selected as applicable not typed' and '2 The Formart For Date\_Of\_Birth and Baptismal\_date are Year-Month-day'. The second row is the header row with columns: S/N, First\_Name, Last\_Name, Other\_Names, Place\_Of\_Birth, Date\_Of\_Birth, Gender, Email, Marital\_Status, Nationality, Telephone, Father\_Name, and Father\_S. The third row contains sample data: 1, John, doe, james, agona tafo, 1990-12-30, Male, allinwadsda@gmail.com, Single, Ghana, +23300000000, Joshua, and Alive.

S/N	First_Name	Last_Name	Other_Names	Place_Of_Birth	Date_Of_Birth	Gender	Email	Marital_Status	Nationality	Telephone	Father_Name	Father_S
1	John	doe	james	agona tafo	1990-12-30	Male	allinwadsda@gmail.com	Single	Ghana	+23300000000	Joshua	Alive