

# Import Meetings

While on your main page (dashboard), scroll down to the meetings section and hit import.

Choose if you want to just import meetings, or both meetings and attendees.

Choose if you're importing from a CSV file or an Excel file.

Click "Browse...", and select the CSV or Excel file you wish to import.

Click "Import".

The meetings should then appear at the bottom of the dashboard page.

**Note: Within the import menu, there are examples on the right you can download.**

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