

Staged Participants

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Authorized users can create incidents in EMTrack that allow participant staging, and then, they can populate the incident by uploading participants using a Microsoft Excel® or comma-separated values (CSV) file. This feature is especially useful when preparing for large sporting events because it allows users get to know the data during training and quickly convert participants into patients if they seek medical attention during the event.

Staged Participant Template

Through the Incidents tab, Pending and Active incidents that allow participant staging have an upload icon to the left of the incident name.

To help you create the list of participants, click the icon and, on the window that appears, click the option to Download template file for uploading participant lists.

Whether you use the template or your own file, when you upload participants, you must provide certain information. It is helpful if the first line in the Excel or CSV file contains column headers, but it is not necessary. Column headers are used to map the data and assign appropriate field labels. Additional file requirements include:

- An ID # must be provided for each participant. This is the only required field.
- Participants can only be uploaded for Pending or Active incidents.

To Upload Staged Participants

Participants can be uploaded on *Pending* or *Active* incidents using an Excel or CSV file with the appropriate data.

On the **Incidents** tab, locate the incident.

On that row, on the left, click the upload participant icon. The *Upload Participants* window opens to *Step 1 of 3*.

As appropriate, click **Download template file for uploading participant lists** to download a ready-to-use file that you can add participant data to.

When your participant data file is ready, on the *Upload Participants* window - *Step 1 of 3*, click **Choose File**. Depending on your browser, your browser's *Open* or *Locate* window opens.

Navigate to the location where your participant file is stored, and click to select it.

Click **Open**. The browser window closes, and the name of the file you selected appears on the *Upload Participants* window.

As appropriate, select the **File contains headers** check box.

Click **Next**. The *Upload Participants* window opens to *Step 2 of 3*; and column headers from your file are automatically mapped to EMTrack field names.

Verify that the data is mapped correctly. As appropriate, change the field mapping by clicking the list in the **EMTrack Field Name** column for the appropriate row.

Click **Next**. The *Upload Participants* window opens to *Step 3 of 3*; and the participant data has been verified. As appropriate, click **Back** or **Cancel** to make changes.

Click **Upload Participants**. The window closes, and a message confirms the upload. To confirm your upload, you can click the edit icon on a row to view the number of staged participants on the **Participant Staging** tab.