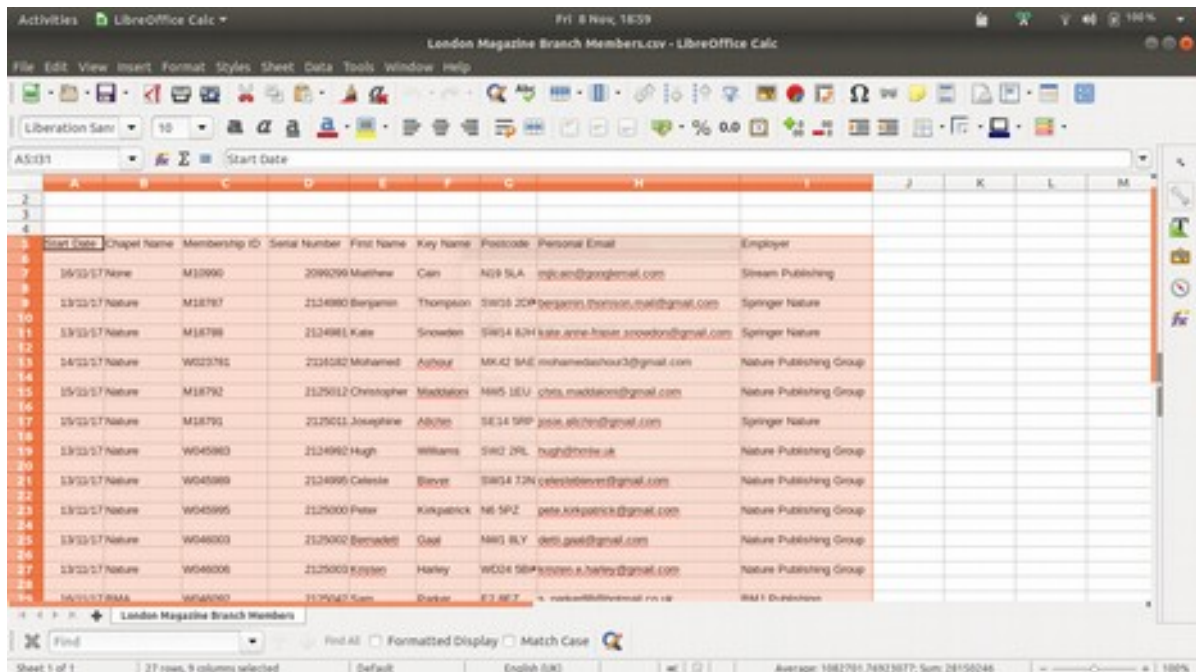
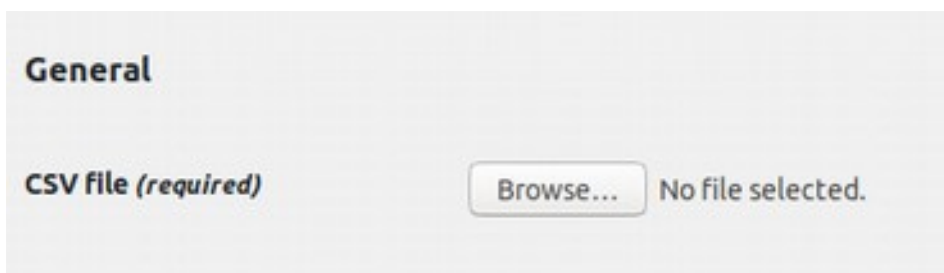


1. Select and copy contents of London Magazine Branch Members.csv file from NUJ HQ, as shown in the image below (this will need to be laid out exactly as in the sample you sent me, i.e. with fields in the same order and with line breaks like below).



Start Date	Chapel Name	Membership ID	Serial Number	First Name	Key Name	Postcode	Personal Email	Employer
16/12/17	Nature	M18990	2096299	Mathew	Can	N9 9LA	mpcan@gmail.com	Stream Publishing
13/12/17	Nature	M18787	2124980	Berjamin	Thompson	SW3 2DP	berjamin.thompson.nat@gmail.com	Springer Nature
13/12/17	Nature	M18788	2124981	Kate	Snowden	SW3 4 8JH	kate.anna.hester.snowden@gmail.com	Springer Nature
14/12/17	Nature	W023781	2125182	Muhamad	Ashraf	MX2 3AE	mohamedashraf3@gmail.com	Nature Publishing Group
15/12/17	Nature	M18792	2125012	Christopher	Maddaloni	W4 5 1EU	chris.maddaloni@gmail.com	Nature Publishing Group
15/12/17	Nature	M18791	2125011	Josephine	Abdell	SE14 5PP	jose.abdell@gmail.com	Springer Nature
13/12/17	Nature	W045983	2124982	Hugh	Williams	SW2 2PL	hugh@nrc.uk	Nature Publishing Group
13/12/17	Nature	W045989	2124985	Celeste	Barry	SW3 4 7JN	celestebarry@gmail.com	Nature Publishing Group
13/12/17	Nature	W045995	2125000	Peter	Kirkpatrick	N6 5PZ	peter.kirkpatrick@gmail.com	Nature Publishing Group
13/12/17	Nature	W046003	2125002	Bernadette	Good	MW3 8LY	bernadettegood@gmail.com	Nature Publishing Group
13/12/17	Nature	W046006	2125003	Kristen	Harley	W10 4 5BP	kristen.a.harley@gmail.com	Nature Publishing Group
16/12/17	RM6	W046000	2125042	Sam	Barber	E1 8ET	sam.barber@btinternet.com	RM 1 Distribution

2. Open up NUJLMB_users.xlsm
 1. Paste contents of your clipboard into cell L1
 2. Then Save as a .csv and give it a different meaningful name (perhaps include the date)
3. Import users into WordPress
 1. Log in to WordPress <https://www.nujlmb.org.uk/wp-admin/>
 2. In the Dashboard go to Tools → Import users from CSV <https://www.nujlmb.org.uk/wp-admin/tools.php?page=acui>
 3. Click on Browse... button

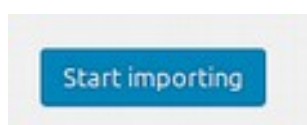


General

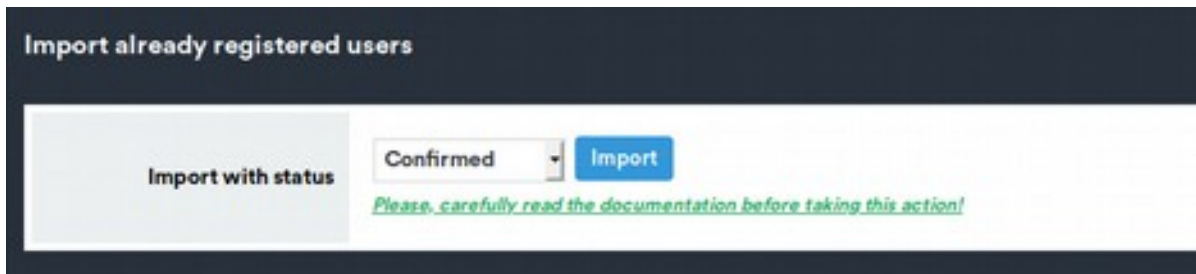
CSV file (required) Browse... No file selected.

and select the .csv file created in step 2.2 above

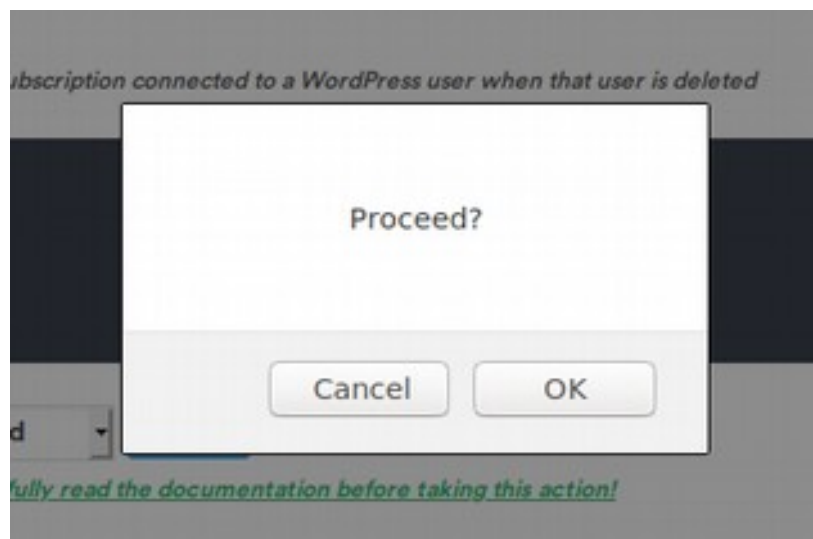
4. There are a load of options which you may wish to use at some point, but you should just be able to go ahead and scroll straight to the bottom and hit the Start importing button:



5. The import plugin will then display it's results and gives you a link to view All Users where you should now see the new users listed.
4. Import the new WordPress Users into the Newsletter plugin
 1. In the Dashboard go to Newsletter → WP Users Integration
 2. Scroll down to Import already registered users and hit the Import button:



3. A pop-up box pops up asking "Proceed?". Click OK:



4. That's it. Now all the users have been imported and are now ready to receive newsletters. You'll get some sort of confirmation from the Newsletter plugin like this at the top of the page:

