

Location Availability Import

Import File Definitions

Import Parameters	
Parameter	Notes
None	

Required Data Fields		
Field Name	Size or Format	Notes
Location Schedule Name	Char 15	The Schedule Name in your Import File must match the Location "Schedule Name" on the Locations Details page.
Type	A or B	A = Availability, B = Blocked
Start Time	8:00 PM or 20:00	
End Time	8:00 PM or 20:00	
One Time Date	Date	Leave blank if not one time
Recurring Start Date	Date	Leave blank if not recurring
Recurring End Date	Date	
Mo	Y or N	
Tu	Y or N	
We	Y or N	
Th	Y or N	
Fr	Y or N	
Sa	Y or N	
Su	Y or N	

Optional Data Fields		
Field Name	Size or Format	Notes
Note	Char 50	

Important Notes	
Existing	Will not change or overwrite existing availability records.
csv file type	You must download the import file template csv file from the Start Import page. (Note: csv files are editable using Microsoft Excel.)
