

Importing Event Details from Doubleknot and Associating Arrowmen to Registrations

1. Log into Doubleknot.
2. Go to Event Reports.
3. Select all the events you wish to get a report for.
4. Under the “Functions” section, select “Email Me Registration Export”

Calendar Activities Reports

Organization: Order of the Arrow (Millville-NJ) ▼
Event Type: Calendar Activity ▼

Sort Calendar Activity List by: Date Description
Show Calendar Activities: Current and Future Past Past 90 days & Future 90 days

Calendar Activity List

8/3/2015 - NOAC Michigan State Univ.
12/12/2014 - Lenape Lodge Leadership & Development Weekend @ Pine Tree Education & Environmental Center
10/17/2014 - Lenape Lodge Fellowship Weekend @ Pine Hill Scout Reservation
9/5/2014 - Lenape Lodge Induction Weekend @ Pine Hill Scout Reservation
7/25/2014 - Lenape Lodge Induction Weekend @ Camp Roosevelt & Camp Grice
6/6/2014 - Section NE-5B Order of the Arrow Conclave
5/9/2014 - Lenape Lodge Induction Weekend @ Pine Hill Scout Reservation
4/26/2014 - Lenape 8 Lodge Officer Elections
4/26/2014 - Lenape 8 Scout Skills Day
4/25/2014 - Lenape Lodge Fellowship Weekend @ Camp Roosevelt
4/4/2014 - Lenape Lodge Induction Weekend @ Pine Tree Education & Environmental Center
1/1/2014 - 2014 Lenape Dues Portal

Functions

View and Export Registrations
 Email Me Registration Export
 Reports

OK
Done

5. Ensure the email address is correct, and click “OK”
6. Follow the instructions in the email to download the data file.
7. Open a HeidiSQL session to the Quiver Database.
8. Select the “DK_Import” Table.
9. Go to Tools>Import CSV File
10. Browse to the downloaded CSV report in the Filename box
11. For the rest of the sections of the dialogue window, match the options selected in the below screenshot:

Import text file

Input file

Filename: C:\Users\dom\Downloads\Registration Export (3).csv
Encoding: Let server/database decide (latin1)

Options

Ignore first 1 lines
 Low priority, avoid high server load
 Input file contains local formatted numbers, e.g. 1.234,56 in Germany
 Truncate destination table before import

Control characters

Fields terminated by
Fields enclosed by " optionally
Fields escaped by
Lines terminated by \n

Handling of duplicate rows

INSERT (may throw errors)
 INSERT IGNORE (duplicates)
 REPLACE (duplicates)

Method

Server parses file contents (LOAD DATA)
 Client parses file contents

Destination

Database: gssorg_oa_quiver
Table: DK_Import

Columns:

EventName
 StartDate
 EndDate
 RegistrationNumber
 RegisteredByFirstName
 RegisteredByLastName
 RegisteredByAddress

Import! Cancel

12. Log into Quiver, and go to Program>Doubleknot Registration Matching
13. For each registrant listed, select the matching Arrowman record and click “Associate Arrowman”
14. Once all arrowmen are associated, click “Process Records”