


To import Attributes, you will follow the same import process as you normally would for a **New Contacts** or **New Gifts** Import, and add the following columns to be able to import **Attribute** information:

- **Attribute Name** – Put the Attribute name here, just the name not the Category.
 - NOTE: The Attribute must exist in **People Settings** first to be able to import. See [Crimson 3: Attributes](#) for more information on creating Attributes.
- **Attribute Start Date** – This is for the Start Date.
- **Attribute End Date** – This is for the End Date, not required.
- **Attribute Active** – Crimson will either assume based on date information, or you can use a Y for active or N for inactive.

Importing

- Click  in the People or Fundraising Navigation Bars to start the Import Process.
- In **Step 2 – Import Type** select New Gift or New Contact.
- In **Step 3 – Mapping** include mappings for the Attribute related columns in your excel.

T	U	V	W
Attribute name	Attribute Start Date	Attribute End Date	Attribute Active
Campaign	9/15/2020		Y
Event	9/4/2020		Y
High Dollar	9/10/2020		Y

NOTE: To learn more about Attributes, see [Crimson 3: Attributes](#).