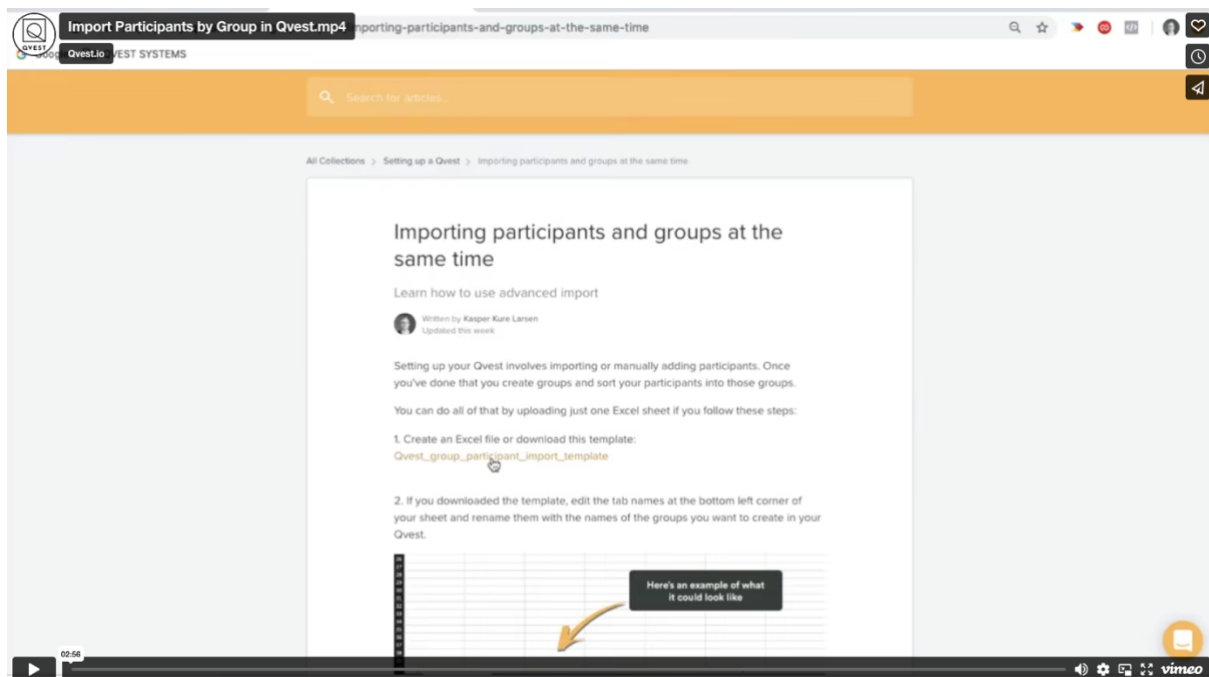


# How to import groups and participants

You can create groups and sort your participants into those groups by uploading just one Excel sheet if you follow the steps described in this short explainer video. You can also read all about it below.



Video link: [Import groups and participants at the same time](#)

## Step by step description

1. Create an Excel file with one tab per group and make sure the tabs have the same names as the groups you want to create in your Qvest.



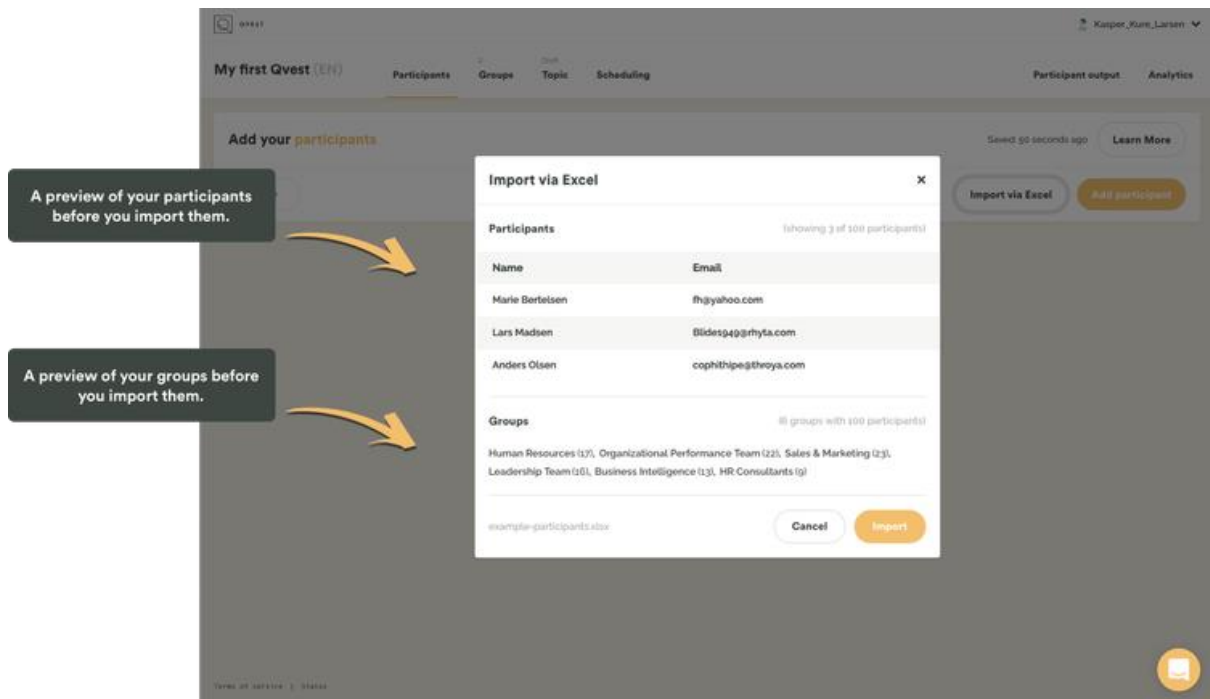
2. Each individual sheet should only contain two columns. One for the names of your participants and one for their email addresses.

Make sure you only have those two columns.

	A	B
1	<b>Name</b>	<b>E-mail</b>
2	Marie Bertelsen	fh@yahoo.com
3	Lars Madsen	Blide1949@rhyta.com
4	Anders Olsen	cophithipe@throya.com
5	Erik Smith	mennabirynn-3147@yopmail.com
6	Svend Østergaard	creslachic@hotmail.com
7	Jesper Vestergaard	hobujicula@yahoo.com
8	Christian Pedersen	clarilapro@throya.com
9	Christoffer Klausen	slotrethis@throya.com
10	Robert Schneider	ralibuprin@throya.com
11	Erik Eriksson	tonistocra@throya.com
12	Peter Karlsson	sleslasidr@throya.com
13	Magnus Johansen	slomostugu@throya.com
14	Kim Hedegaard	sluthiprif@throya.com
15	Lorenzo Martinez	slacrikech@throya.com
16	Lars Olsen	rileslocri@throya.com
17	Mikael Jensen	eywn@outlook.com
18	Ronerto Cavalli	neyw@outlook.com
19	Rasmus Rasmussen	new.eyw@gmail.com
20	Noshin Basra	eyw@gmail.com

3. Once you've made sure the group names are correct in your tabs and that the participants you want in your groups are sorted correctly, save the Excel sheet.

- Then go to your Qvest account and visit the Participant tab. Click Import via Excel, find your Excel file and import it.
- You will see a confirmation screen before you confirm the import.



If you have any questions, reach out to us at [help@qvest.io](mailto:help@qvest.io).