

AGD CSV Roster Submission How-to Guide.

The AGD is now accepting rosters from CE providers in a CSV file format.

Here is what you need to know:

CSV is a simple file format used to store data, such as a spreadsheet or database. Files in the CSV format can be imported to and exported from programs that store data in tables, such as Microsoft Excel or OpenOffice Calc.

Before uploading your CSV roster keep in mind the following:

You must have the attendee's AGD Member ID Number: All AGD members are assigned their own unique six-digit ID number. This number is required as it is the key to matching the CE data to the proper record in the AGD database.

- The AGD recommends that you ask course attendees for their AGD ID number when they register for your course so that you have it on file before the course.
- Not all attendees will be AGD members. If an attendee is not an AGD member you are not required to submit CE verification for them to the AGD. You must provide CE verification direct to them for their records.
- If an attendee indicates they are an AGD member but did not provide their ID number you can look it up online by clicking the "Look up Member ID" link.
<https://www.agd.org/continuing-education-events/search-members>
- This field will only accept a six-digit number.
 - Submitting alpha characters or more or less than six digits will generate an error message.
 - Six-digit numbers that do not exist in the AGD database will also generate an error message.

If you allocate hours to different subject codes or delivery methods you will need more than one line of data for each attendee.

- Each line of the spreadsheet/database can only have one subject code and teaching methods for the hours indicated.

Example:

If you offer a seven-hour lecture course in Esthetics, and all the hours should be allocated to Esthetics you will need to include only one line of data on your spreadsheet:

AGD ID #	Course Date	Course Title	Number of Hours	Subject Code	Delivery Method	Instructor Name	Location
303846	01/02/2019	Test Course	7	780	Lecture	Alpha B. Test, DDS	City, State

However, if this same course included two hours of hands on activities and discussed restorative procedures, you might want to allocate some of the time to the operative/restorative subject are and the participation delivery method. The same seven-hour course might require four lines of information for each AGD member that attended:

AGD ID #	Course Date	Course Title	Number of Hours	Subject Code	Delivery Method	Instructor Name	Location
303846	01/02/2019	Test Course	1	780	Participation	Alpha B. Test, DDS	City, State
303846	01/02/2019	Test Course	1	250	Participation	Alpha B. Test, DDS	City, State

303846	01/02/2019	Test Course	2.5	780	Lecture	Alpha B. Test, DDS	City, State
303846	01/02/2019	Test Course	2.5	780	Lecture	Alpha B. Test, DDS	City, State

Enter the course date as mm/dd/yyyy

The **COURSE TITLE, INSTRUCTOR NAME and LOCATION** fields will accept all alpha-numeric characters.

- **Course Title:** We recommend you include the full course title, exactly as it was advertised and is printed on the attendee attendance verification forms.
- **Instructor Name:** Whenever possible we recommend the following format: FirstName, Middle Initial, LastName, Credential, Credential, Credential
- **Location:** Listing the City, State of where the training was held is sufficient

The number of hours can be expressed in whole or decimal numbers.

- Submitting a fraction, such as ½ will generate an error message. Submit as .5 instead.

Only valid AGD Subject Codes will be accepted. Submitting an invalid number will generate an error message.

- Click on the Look up Subject Code link to find the correct AGD subject codes for your course.
<https://www.agd.org/continuing-education-events/manage-my-ce/agd-subject-codes>


Lecture, Participation or Self-Instruction are the only delivery methods that will be accepted.

You must spell out exactly. Entering anything else will generate an error message.

Once you have prepared your roster, make sure to save you file as a .csv format.

- If you are unsure of how to save a file as a CSV file, check the help tools on the product you are using.

SUBMITTING YOUR CSV ROSTER

1. Go to www.agd.org/roster-csv and click the CHOOSE FILE button
2. Select your file and click on the CONTINUE button
3. The data will be sent to the AGD and any records with errors in them will be displayed.
 - If you have errors:
 - You can cancel the transaction, fix the file and resubmit, or
 - You can continue. Records with errors will not be sent to the AGD.
4. Click on CONTINUE
 - Once you hit continue you will get confirmation of the records that have been accepted by the AGD.
 - You are able to print/save the information to a .pdf file by first clicking on the Printer Friendly link on the upper right corner of the list, and then the printer icon
.

If you are unsure of a member's AGD ID number, check here

<https://www.agd.org/continuing-education-events/search-members>

When searching for a member, enter using this format: LastName, FirstName

- Since there are members with the same name, it is helpful to also know the city and state a member is from.

If you are unsure of the AGD Subject code, check here:

<https://www.agd.org/continuing-education-events/manage-my-ce/agd-subject-codes>

NOTE: Once a roster has been submitted you are unable to make changes.

- If you left one or more members off the roster, please submit a new roster with the information that was left off the original roster
- If incorrect information was submitted please contact the AGD membership department at membership@agd.com and explain what changes are needed.