



Advancing the Sport of Motorcycling

## UPLOADING YOUR CLUBS FINANCIAL MEMBERS INTO THE MNZ APP

Save an Excel CSV file of your financial members onto your computer.

Save it exactly as the format below.

First Name	Last Name	Email	MNZ Licence Number	Paid Until	MNZ Club ID
Jo	BLOGGS	<a href="mailto:notrealemail@gmail.com">notrealemail@gmail.com</a>		2019-06-30	8

You must have the **header columns** as shown above.

You do not have to fill in the MNZ Licence number column.

The Paid Until must be YYYY-MM-DD.

Contact the MNZ Office if you do not know your MNZ Club ID number. It is the number you see on any of your permits in the box, top right corner.

As the club secretary log into the MNZ App web portal ([app.mnz.co.nz](http://app.mnz.co.nz)).

Go to the Dashboard.

Tap on MNZ Members, found on the left hand side.

Tap on Import CSV.

Tap on Browse and locate your saved CSV file.

Tap on Import From CSV.

You will now get a pop up box confirming "x" number of members have been successfully updated.

You will notice that under the column CLUBS that each financial member will have a green box with your club name and their expiry date.