Make sure file is named as Template.xls (Microsoft Excel 97-2003 Worksheet). Make sure Worksheet name is saved as "preregtmp"
 Template Q Management (Market)



2. Go to Services -> Preregistration Application:



3. Click "Batch" on the left hand side. Do not select the exam, only select School and change Valid Dates if needed.

Individual	Preregister Multiple Individuals
<ul> <li>Batch</li> </ul>	Exam Information:
Report	
Portal	Contract International Certification & Reciprocity Consortium
	Exam 🕘
	Valid From 8/30/2023 🗰 Valid Until 8/30/2024 🏢
	School OR Oregon Prevention 0051 (ACCBO)
	Spreadsheet - Batch Upload
	Charges: The county list has increased and ADA may be requested by antering Yes in the Special Accommodations cell. This section will register all the candidates that you have entered into an Excel file. These use the Standard Preng Template or the Preng Template with Employment to enter our candidate data. Save the Excel file and upload it to the website for processing. <b>THE-EXCIN CENTURE 1</b> The global value is set, the corresponding Excel column needs to be empty. <i>Example:</i> Select an Exam from the above list, leave the Excel Exam column empty and all rows will ge prengistered into the Exam selected from the above list. NOTE The grey colored cells in the Excel file are required values.
	Select

- 4. Upload the Excel File, press "Process Uploaded File."
- 5. Look at the list of imports below, make sure they were all successful. Unsuccessful imports will appear in red:
  Upload Excel file for processing: \* required

	1
* = required Process U	ploaded File
Processing Complete 7:30 PM Number of Successful Preregistrations: 0 Number of Unsuccessful Preregistrations: 2	
Fallure Results:	
Excel Row 2	1
Registration failed for: Burnham	
Error message: Candidate 'Van Burnham' is already preregistered for Alcohol and Drug Counselor (ADC) Examination: The preregistration is valid from 30 Aug 2023 to midploht on 30 Aug 2024	
Examination). The procedulation is faile from 50 Aug 2025 to manight on 50 Aug 2024.	
Excel Row 3	1