

## Requests for Mass Add of Biographical Data

DDAR DMS is responsible for mass adding the following data:

- Activities
- Student Activities
- Interests (except from Annual Giving)
- Volunteer Activity
- Mailing List Omits

To request, please email [Alumni-Address@psu.edu](mailto:Alumni-Address@psu.edu) an Excel spreadsheet that includes the following information (\* indicates required information):

### **Activities**

- ID\* (see note below)
- First & Last Name (helpful for spot checking data)
- Advance AWA Activity Code\* (see note below for creating code)
- Unit Requesting the addition (i.e. College of Ag, etc.)
- Start/Stop Date
- Participation Status\* (Invited, Participated, Sent Regrets, No-Show, Staffed--listed on *separate* tabs)
- Source\*
- Host
- Comment (see note below)

### **Student Activities**

- ID\* (see note below)
- First & Last Name (helpful for spot checking data)
- Advance AWA Activity Code\* (see note below for creating code)
- Participation Status\* (Active or Participated)
- Start/Stop Date
- Comment (see note below)

### **Interests**

- **ID\*** (see note below)
- First & Last Name (helpful for spot checking data)
- **Advance AWA Interest Code\*** (see note below for creating code)
- Start/Stop Date
- Comment (see note below)

### **Volunteer Activities**

- **ID\*** (see note below)
- First & Last Name (helpful for spot checking data)
- **Advance AWA Volunteer Activity Code\*** (see note below for creating code)
- Volunteer Year
- Volunteer Status (Active or Inactive)
- Unit Requesting the addition (i.e. College of Ag, etc.)
- Start/Stop Date
- Comment (see note below)

### **Mailing List Omit (unsubscribes)**

- **ID\*** (see note below)
- First & Last Name (helpful for spot checking data)
- **Advance AWA Mailing List Code\*** (see note below for creating code)
- Unit Requesting the addition (i.e. College of Ag, etc.)
- Start/Stop Date
- Comment (see note below)

**Note for ID:** The ID is required when you submit the spreadsheet. It can be one of the following:

- **10-digit Advance (AWA) Entity # (preferred)**, or
- PSU ID #, or
- Access ID # (least preferred as this is sometimes missing in AWA)

**Note for Comment:** Can be used for details or venue, however this is displayed in Advance and there is no way to search on Comment in Advance; however, the **Select Group** can select on Comment.

**Creating Codes:** If you are also requesting a new code as well, please send to [DDARSelect@psu.edu](mailto:DDARSelect@psu.edu) via their Workfront portal form.

You will need to supply the following information:

- Short Desc\*:
- Full Desc\*:
- [Activity] Group Code:
- [Activity] Location Code:
- Unit Code\*:
- Start Date:
- Stop Date:

For step-by-step instructions of fields needed, please refer to the tip sheet in DDAR Training Resources [Code Event Related Activities in Advance](#).

The following biographical updates will be handled by DMS, unless DMS feels it is unfeasible and will forward the request to the appropriate contact:

- Mailing address
- Phone Numbers
- Emails
  - All Bad/Bounced/Undeliverable emails should be sent directly to DDAR IS Programming at [DDARProgramming@psu.edu](mailto:DDARProgramming@psu.edu)
- Employment
- Business Address

Much of the contact information can be completed via Entity Update in AWA (tips are found at [Request Updates to Entity Information](#)).

[DDARSelect@psu.edu](mailto:DDARSelect@psu.edu) will still be responsible for all Selects, Reports, Lists, and New/Modify Codes.

If you have any questions, you can direct them [Alumni-Address@psu.edu](mailto:Alumni-Address@psu.edu).