

## Mass Update of Date Paid Through (or any other field)

I do this on a Monday before making any other updates, it is my belief that the Star system is backed up over the weekend and if we should need a full recovery this would be the optimum time. If you have a system problem, you should immediately notify Star Help Desk.

1. Go to Member Manager.
2. Select the arrow down next to Spreadsheet to edit the field definition (must have member id and date paid thru). After that is successful. Return to the Member Manager Screen and select Spreadsheet. This will create a .csv file that you can view and edit. Save this file as the backup. Do not make changes to the backup file. Then save the backup as a new file to make the changes. (At this point you have 2 files.)
3. Change the paid through date to 6/30/xx (next year).
4. Save your file.
5. Go to Member Manager – Import Manager
6. At the top of the screen select Import Data button

West Virginia Garden Club, Inc. | Knowledgebase | Support | Pam Simien | StarChannel

### Import Data

Import Manager > Import Data

Database & File | Import Map | Confirm Fields & Import | Preview | All Done!

Database

Choose database to import data to:  
Member

File

Upload file to import:  
Choose File | No file chosen

You may only import CSV files and your file must contain headers. Headers are the first row of data and are labels for each column of data, for example **First Name, Last Name, Email Address**. For more information on correctly formatting your file, please refer to our [User Guide](#).

Cancel | Next >

7. Choose the Member database and then select Choose File option.
8. Select Next button
9. Create a map or use existing map (select the fields that you want to change – always select Member ID - put a check mark by the fields that you be updated