

Event creation - Participants

This step allows you to define how many accounts (leases) you want to have as part of your event.

For instance, for a hackathon with 5 participants, you would define 5 accounts:

The screenshot shows the 'Create Event' process in Sandbox Studio. The 'Participants' step is active, showing a table of 5 accounts. The table has columns for 'Account #', 'Status', and 'Assigned to'. Each row shows 'UNASSIGNED' status and a '+ Assign user' button. A yellow callout '3' points to the second row. The 'Accounts' section above has a text input with '5' and a yellow callout '1'. The 'Participants' section has an 'Import' button with a yellow callout '2'. The bottom navigation includes 'Cancel', 'Back', and 'Next' buttons.

1. **Set the number of accounts** you want to create

Note: You can reserve accounts for your event by adding an account and not assigning it to any user


2. For big events, you can **import a CSV** file with the list of events
3. **Assign users** to the event you will create

How to assign user to an account


Click on the "Assign user" button and select the user you want to assign to an account. Once assigned, the status becomes "**Assigned**"

Participants ↑ Import

You can assign users to accounts now, or leave some unassigned and finish later. [More info](#)

Account #	Status	Assigned to
1	✓ ASSIGNED	 Laura Kim laura.kim@sandboxstudiosoftware.com 🗑️
2	UNASSIGNED	+ Assign user
3	UNASSIGNED	
4	UNASSIGNED	
5	UNASSIGNED	

🔍 Search users...

- GM Greg Murphy
greg.murphy@sandboxstudiosoftware.com
-  Admin Admin
phil@sandboxstudiosoftware.com
- CL Christopher Lee
dev-christopher-lee@sandboxstudiosoftware.com
- James Lee Simpson

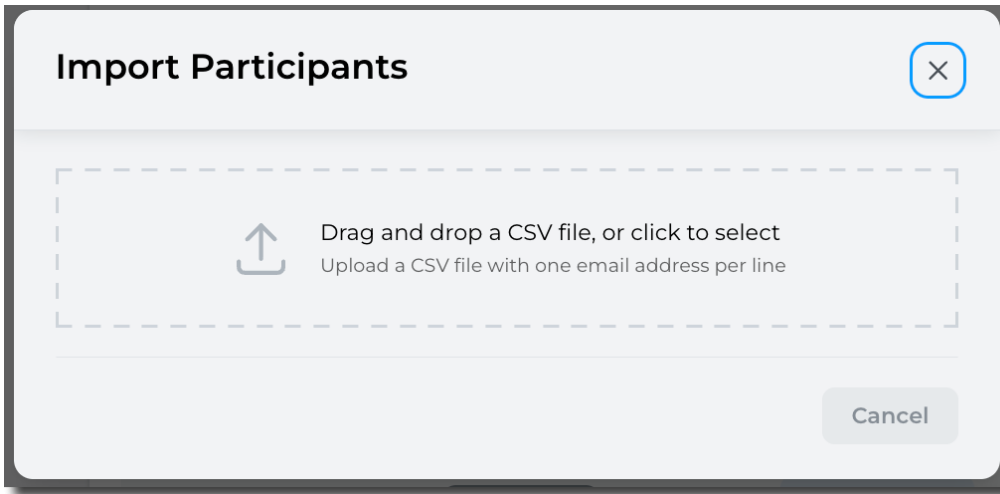
If you let the account "Unassigned", a lease will be created but not assigned to any user. This is a way to "reserve" an account and prepare it before later assigning it to users.

How to import a CSV

Click on the Import button:



You can then Drag and Drop your CSV file:

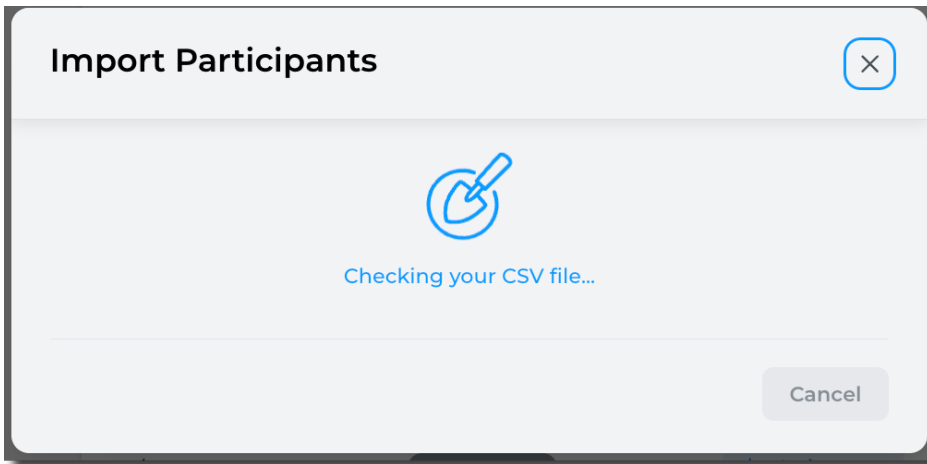


Format of the CSV file is as follows:

```
email1@example.com  
email2@example.com  
email3@example.com
```

Only valid e-mail addresses will be processed. So if you add a header to CSV file, it will be ignored.


Sandbox Studio will then check the CSV file:



After a few seconds (depending on how many users are in the CSV file):



Import Participants ✕

✓ 1 users found | ⚠ 1 not found

User	Status
 Amanda Davis dev-amanda-davis@sandboxstudiosoftware.com	✓ Found
wrongemail@sandboxstudiosoftware.com	⚠ Not found

Cancel Add 1 participants

Only the found users will be added to the event:

2	✓ ASSIGNED	 Amanda Davis dev-amanda-davis@sandboxstudiosoftware.com	
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Once account numbers are set and users assign, click Next to [Event creation - Managers](#)

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