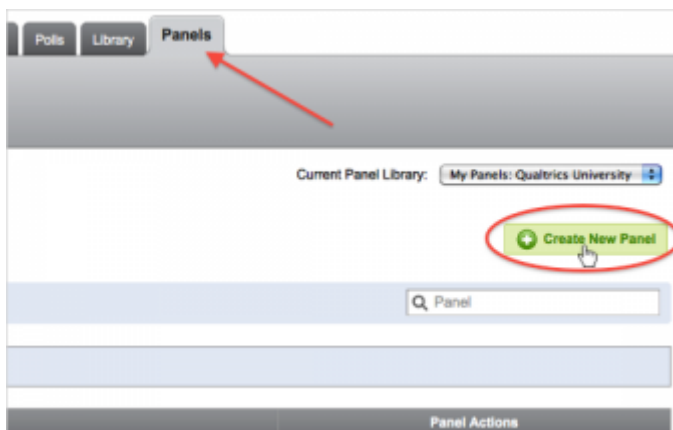


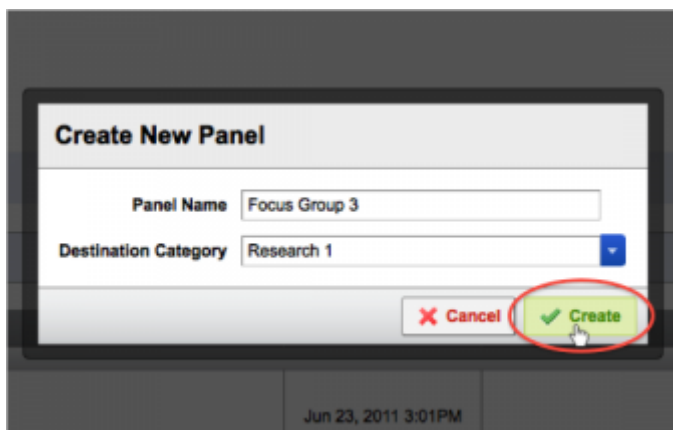
Use the Panels tab to upload a list of contacts into a panel that can be accessed when distributing a survey. A Panel can include the recipient name, email address, and any additional information (Embedded Data) you would like stored with the panel members' responses.

[create a new Panel](#)

1. Go to the **Panels** tab and click the green **Create New Panel** button.



2. Give your panel a **Panel Name**.
3. If desired, give your panel a **Destination Category**.
4. Click **Create**.

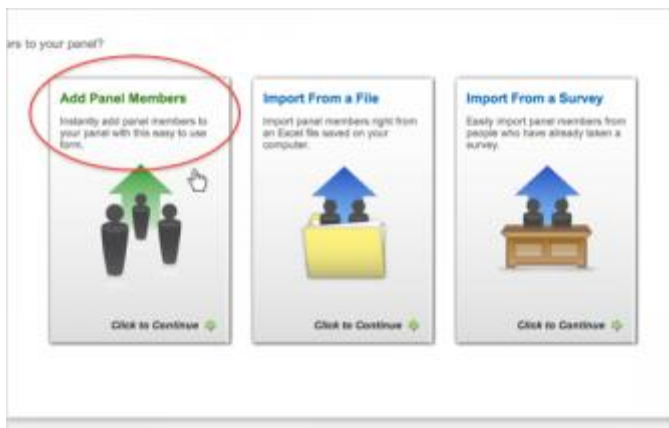


5. Choose how you would like to import panel members: **Add Panel Members** using a web-based form, **Import From a File** to upload a spreadsheet of members, or **Import From a Survey** to use previous survey responses to build your panel.

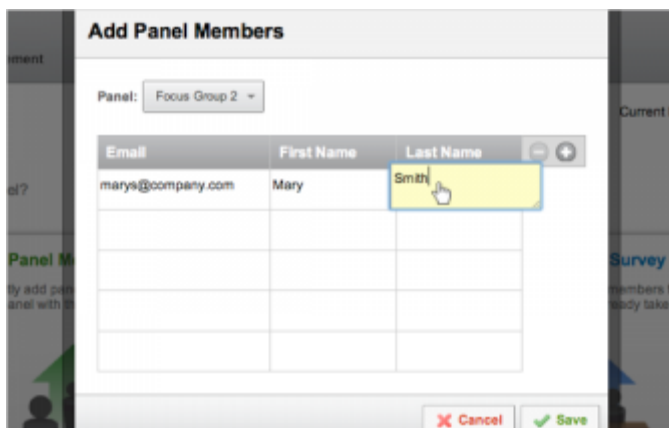


[manually add members to your Panel](#)

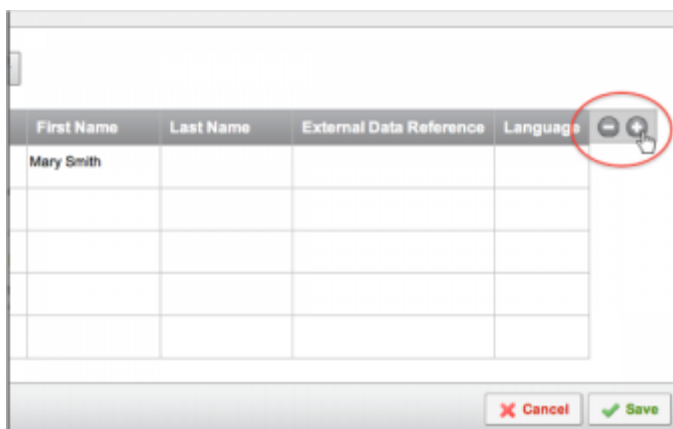
1. Follow the steps for **Create New Panel**, and select to **Add Panel Members** manually.



2. In the form that appears, fill in the Email, First Name, and Last Name for your panel members. Make sure that you don't have white space before or after the inserted text.



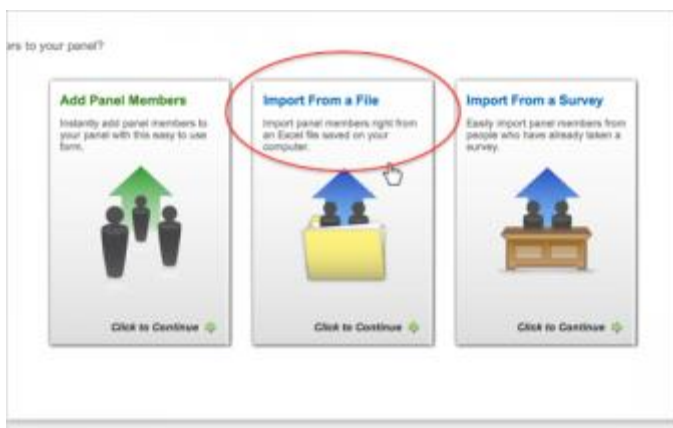
3. If needed, click the gray **Plus Sign** to add additional fields to your panel, including an **External Data Reference**, the participant's **Language**, or any other **Embedded Data** field. Customize the names of your Embedded Data fields by clicking on the **field name**.



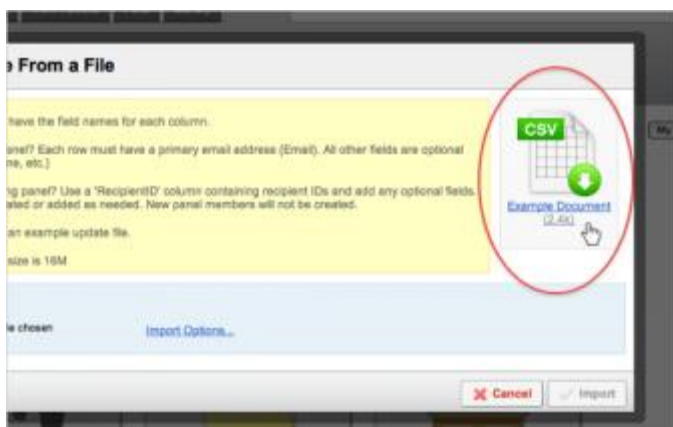
4. Click **Save**.

[Import Panel Members from a file](#)

1. Follow the steps for **Create New Panel**, and select to **Import From a File** section.



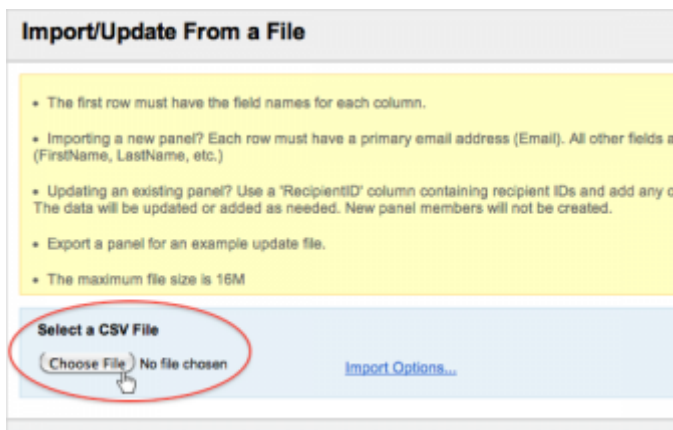
2. Create a spreadsheet in Excel or any other database program. Download the **Example Document** to learn how to format the file. The File must contain one column with the header **FirstName**, one column with the header **LastName**, one column with the header **Email**, and if needed, additional columns for any other data you would like to have saved in the panel.



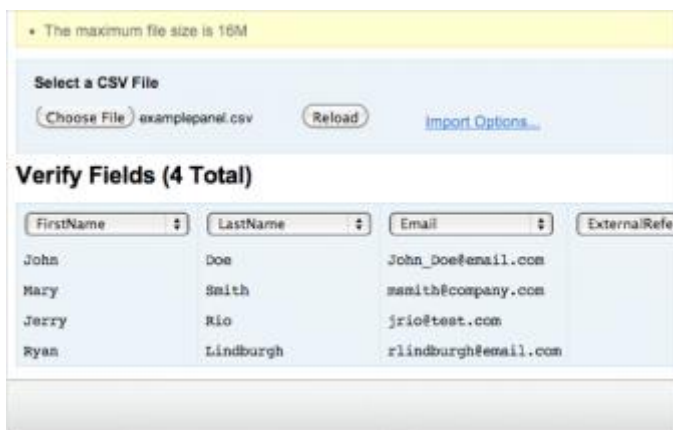
3. Build your file. Add panel members to your spreadsheet, with one row for each panel member.
4. In the File menu, select **Save As**.

	A	B	C	D	E	F
1	FirstName	LastName	PrimaryEmail	ExternalData	EmbeddedData	EmbeddedData2
2	John	Doe	John_Doe@email.com			
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

5. Give your file a name, and set the **File Type** to **CSV** or **Comma Separated Values**.
6. In the **Import From a File** pop-up box, select **Choose File**.



7. Select your file and click **Open**. The file must be closed on your computer for it to import successfully into Qualtrics.
8. Check the **Verify Fields** preview of your panel to ensure that Qualtrics is recognizing it properly.

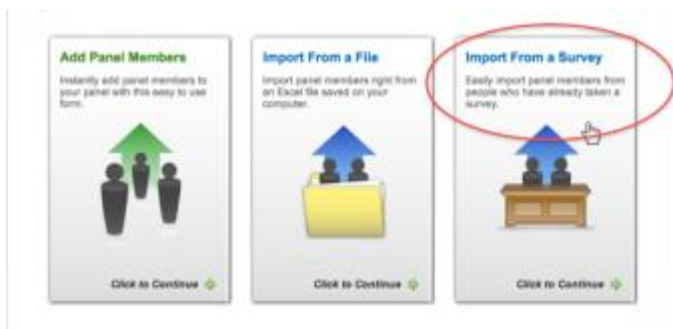


- If the fields are not showing up as a table in the **Verify Fields** preview, select **Import Options** and change the **Delimiter** and **Enclosure** until the **Verify Fields** preview displays properly.
- Select **Import**.

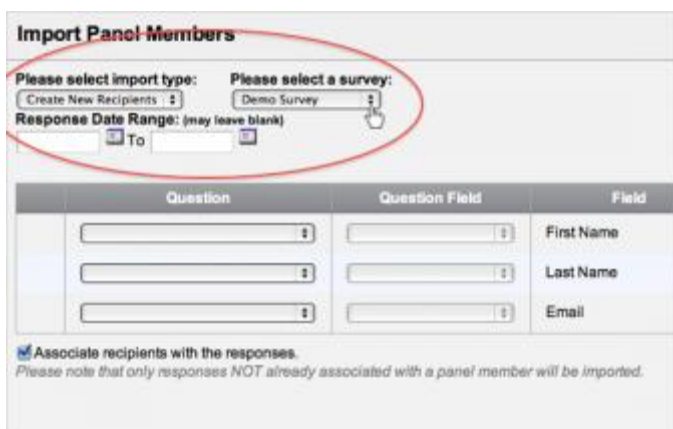


[import panel members from existing survey data](#)

- Follow the steps for **Create New Panel**, and select to **Import From a Survey**.



- Select whether you want to **Update Recipients** (if some of your survey participants are already in the panel) or **Create New Recipients** (if you are building a new panel or adding to an existing one).



3. Select a survey you wish to use for your panel information and choose a **Response Date Range** if desired.
4. If creating new participants, choose which **Question** and which **Question Field** will represent the **First Name**, **Last Name**, and **Email** in the panel.

5. If updating existing panel members, also specify which fields the **Question** and **Question Field** should be saved as in the panel. Note that if you are updating panel members, you have to distribute the survey to the panel you are wanting to update.

More Information

[QTips](#)

- When adding panel members manually, you can copy and paste cells from a spreadsheet into the Qualtrics web form so that you don't have to type all of the information manually. Just make sure there are no spaces before or after the text you copy in.
- **Embedded Data** is very useful when distributing to a panel. For more information about Embedded Data and how to use it in your panel and survey, visit the [Embedded Data](#) page.
- [Security Statement](#)
- [Privacy Statement](#)
- [Acceptable Use Statement](#)
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