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| **Column** | **Field Name** | **Notes** | **Required** | **If Empty/Null** |
| A | Name | Maximum length: 128 characters. | YES | ERROR |
| B | Donor Number | Number used to identify the donor record.  No two donors may have the same donor number. | NO | If left blank, the system will automatically assign the next highest donor number available. For example, if your organization has a donor with number 50056, the next donor imported, (without a donor number) will be assigned 50057. |
| C | URL | Maximum length: 1024 characters.  Must be a valid URL. | NO | Blank field OK. |
| D | First Name | Maximum length: 64 characters | NO | Blank field OK. |
| E | Last Name | Maximum length: 64 characters | NO | Blank field OK. |
| F | Email Address | Maximum length: 255 characters.  Must be a valid e-mail address. | NO | Blank field OK. |
| G | Address 1 | Maximum length: 50 characters | NO | Blank field OK. |
| H | Address 2 | Maximum length: 50 characters | NO | Blank field OK. |
| I | City | Maximum length: 32 characters | NO | Blank field OK. |
| J | State | Maximum length: 64 characters | NO | Blank field OK.  Province can be used as the header, instead of State.  If Province is used, then you must use Postal Code (instead of ZIP) in Column K.  By default, our template has State as the header. |
| K | Zip | If this field is not blank, must be between 2 and 16 characters. | NO | Blank field OK.  Postal Code can be used as the header, instead of Zip.  Postal Code can be used with either State or Province as the header in Column J.  By default, our template has Zip as the header. |
| L | Country | Maximum length: 2 characters | NO | Blank field OK.  If blank, Country will default to the country associated with the organization’s billing address.  If a Country is included, it must be the 2 character ISO code (i.e.: US, CA, AU, NZ, GB, etc.) |
| M | Phone | Maximum length: 32 characters | NO | Blank field OK. |
| N | Comments | Maximum length: unlimited | NO | Blank field OK. |
| O | Logo | Acceptable input: filename, NONE, EXISTING. Images must be .jpg, .png or .gif.  Filename must not be longer than 50 characters.  Donors that are used as a global sponsor for any auction cannot have their image removed. | YES | ERROR: if donor has no image, type 'NONE’ |