Importing Live Sessions from CSV

Two separate endpoints (buttons) are used to import info about live sessions:

1. Creating live sessions
2. Updating live sessions

1 Creating live sessions

A CSV file for creating new live sessions has the following columns:

- live_session_code
- online
- location_address
- city
- country
- link
- timezone
- start_date
- start_time
- end_time

These headers can be divided into three sections:

1. Live session identifier
2. Live session attributes
3. Live session date attributes

1.1 Live session identifier

Columns

- live_session_code

live_session_code

A unique identifier of the session. **Required** field.

- format: string
- example: *LS-1, LS-2, LS-3 or 1, 2, 3, 4, 5, 6, 7 etc.*

To correctly parse a document, we need to know which rows represent information about a single live session. In other words, all rows with a matching live_session_code will be imported into a single live session. Without this identifier, we would not be able to correctly import several dates inside a single live session.

Examples

Table 1.1.1

live_session_code	...	start_date	start_time	end_time

LS-1	...	2020-10-02	10:00	13:00
LS-1	...	2020-10-03	10:00	13:00
LS-1	...	2020-10-04	10:00	13:00

This CSV (Table 1.1.1) creates one live session (because it has only one unique live_session_code) and 3 live session dates (because it has 3 rows with correct dates headers).

Table 1.1.2

live_session_code	...	start_date	start_time	end_time
LS-1	...	2020-10-02	10:00	13:00
LS-2	...	2020-10-03	10:00	13:00
LS-3	...	2020-10-04	10:00	13:00

This CSV (Table 1.1.2) creates 3 live sessions (because it has 3 unique live_session_codes) with one live session date each.

Table 1.1.3

live_session_code	...	start_date	start_time	end_time
	...	2020-10-02	10:00	13:00
	...	2020-10-03	10:00	13:00
	...	2020-10-04	10:00	13:00

These rows (Table 1.1.3) will be ignored on import because they do not have a required live_session_code.

1.2 Live session attributes

Columns

- online
- location_address (**required** if online is *false*)
- city (**required** if online is *false*)
- country
- link (**required** if online is *true*)
- timezone **(required**)

These are attributes of a newly created live session.

As mentioned previously, all rows with a matching live_session_code will be imported into a single live session. Consider this example:

Table 1.2.1

live_session_code	online	location_address	city	country	link	timezone	start_date	start_time	end_time
LS-1	FALSE	2238 Geary Blvd, San Francisco, USA	San Francisco	United States		America/Los_Angeles	2020/10/02	10:00	13:00
LS-1	TRUE				zoom.us	America/New_York	2020/10/03	11:00	14:00

This is a valid CSV that will be accepted by the import service. But there is a catch: these rows have different attributes but the same unique identifier. In this case, **only the topmost row will be used** to record the attributes of the live session. However, the date info will be used from both rows.

One option to avoid this confusion is to create a row for a new live session without live session data and copy&paste it below (table 1.2.2).

Table 1.2.2

live_session_code	online	location_address	city	country	link	timezone	start_date	start_time	end_time
LS-1	FALSE	2238 Geary Blvd, San Francisco, USA	San Francisco	United States		America/Los_Angeles			
LS-1	FALSE	2238 Geary Blvd, San Francisco, USA	San Francisco	United States		America/Los_Angeles			

Now you can fill in info about live session dates. The following table (table 1.2.3) represents the CSV you will get as the result.

Table 1.2.3

live_session_code	online	location_address	city	country	link	timezone	start_date	start_time	end_time
LS-1	FALSE	2238 Geary Blvd, San Francisco, USA	San Francisco	United States		America/Los_Angeles	2020/10/02	10:00	13:00
LS-1	FALSE	2238 Geary Blvd, San Francisco, USA	San Francisco	United States		America/Los_Angeles	2020/10/03	11:00	14:00

This is a perfectly valid CSV that does not have any contradictions.

Another option is to fill in only the topmost row and copy&paste only live_session_code before filling in the info about dates (table 1.2.4).

Table 1.2.4

live_session_code	online	location_address	city	country	link	timezone	start_date	start_time	end_time
LS-1	FALSE	2238 Geary Blvd, San Francisco, USA	San Francisco	United States		America/Los_Angeles	2020/10/02	10:00	13:00
LS-1									
LS-1									

Now you can fill in information about live session dates (table 1.2.5):

Table 1.2.5

live_session_code	online	location_address	city	country	link	timezone	start_date	start_time	end_time
LS-1	FALSE	2238 Geary Blvd, San Francisco, USA	San Francisco	United States		America/Los_Angeles	2020/10/02	10:00	13:00
LS-1							2020/10/03	11:00	14:00
LS-1							2020/10/04	10:00	13:00

This is also a perfectly valid CSV that does not have any unnecessary duplicate info. Furthermore, the info about a single live session is naturally grouped and you can easily a “border” between information on different live sessions (Table 1.2.6):

Table 1.2.6

live_session_code	online	location_address	city	country	link	timezone	start_date	start_time	end_time
LS-1	FALSE	2238 Geary Blvd, San Francisco, USA	San Francisco	United States		America/Los_Angeles	2020/10/02	10:00	13:00
LS-1							2020/10/03	11:00	14:00

LS-1							2020/10/04	10:00	13:00
LS-2	TRUE				zoom.us	America/Los_Angeles	2020/10/03	15:00	17:00
LS-2							2020/10/04	09:00	11:00

A detailed explanation regarding each attribute column can be found below.

online

Indicates whether the session is offline (with a location_address and city) or online (with a link)

- format: string
- values: true|false
- default value (if blank): false
- example: *true*

location_address

The full address of the venue. **Required** if the value of online is *false* or *blank*.

- format: string
- example: *Condensatorweg 54, 1014 AX Amsterdam, Netherlands*

city

City where the training takes place. **Required** if the value of online is *false* or *blank*.

- format: string
- example: *Amsterdam*

country

The country where the training takes place.

- format: string
- example: *Netherlands*

link

URL for the online meeting. **Required** if the value of online is *true*.

- format: string
- example: *https://meet.google.com/meeting_id*

timezone

The timezone used when specifying date and time attributes for session dates. **Required** field. Use values from this list: https://timezonedb.com/time-zones.

- format: string
- default value: *Europe/Amsterdam*

- example: *Europe/Amsterdam*

1.3 Live session date attributes

Columns

- start_date (**required**)
- start_time
- end_time

start_date

Date of the meeting. **Required** field.

- formats:
    - [year (full)]-[month (as two-digit number)]-[day (as two-digit number)]
    - [day (as two-digit number)]-[month (as two-digit number)]-[year (full)]
- examples:
    - *2020-09-08*
    - *08-09-2020*

Both examples will be imported as “September 8, 2020”.

start_time

The time when the meeting starts. Cannot be greater than end_time.

- format: *HH-mm* (24-hour format)
- examples: *08:00, 13:00*

end_time

The time when the meeting starts. Cannot be smaller than start_time.

- format: *HH-mm* (24-hour format)
- examples: *09:00, 14:00*