

# Blackbaud Volunteer Network Fundraising™

## FILE EXPORT GUIDE

VERSION 2018.3

## Overview

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The Blackbaud Volunteer Network Fundraising File Export Guide (formerly Class Agent) is designed to provide you information on the output files created for you as a part of your Blackbaud Volunteer Network Fundraising subscription.

### Nightly File Export

As a part of your subscription to Blackbaud Volunteer Network Fundraising, you receive volunteer assignments, contact, notes, and update requests entered by your staff and volunteers through Blackbaud Volunteer Network Fundraising. This data is refreshed each night, and always contains all data entered for your institution, as opposed to only containing the daily updates. The file is exported to your institution's SFTP site to the download folder, as opposed to the upload folder which is the location that your institution uploads its files for Blackbaud and is updated at the same time that we process your nightly data files.

### File Format

The files are exported as text files and use a || delimiter.

### Naming Conventions

The exported files are named volunteer\_network\_fundraising\_assignments\_2018\_3.txt, volunteer\_network\_fundraising\_contacts\_2018\_3.txt, volunteer\_network\_fundraising\_notes\_2018\_3.txt, volunteer\_network\_fundraising\_update\_request\_2018\_3.txt, and volunteer\_network\_fundraising\_volunteer\_status\_2018\_3.txt

## File 1: Volunteer Network Fundraising Assignments

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This file contains all agents and assignments entered by your users and volunteers in the Blackbaud Volunteer Network Fundraising. Agents and assignments can show up multiple times in the file if they are in more than one campaign.

Number	Name	Description	Format
1	Volunteer Entity ID	Entity ID of the volunteer	string/text
2	Assignee Entity ID	Entity ID of the assignee	string/text
3	Complete Indicator	Y = Complete, N = Not Complete	Y/N
4	Complete State	Details on the complete state for complete assignments (e.g. thank you sent, unable to contact, won't donate, etc.)	string/text
5	Campaign Name	Name of the campaign for the volunteer/assignments	string/text
6	Campaign Start Date	Start date of the campaign	mm/dd/yyyy
7	Campaign Stop Date	Stop date of the campaign	mm/dd/yyyy
8	Segment	The segment of the campaign the volunteer/assignment are a part of, usually their preferred class year but could also be a certain affinity based segment depending on how the campaign is set up	string/text
9	Manager Name	Name of the volunteer's manager at your institution	string/text
10	Assigned Date	Date the prospect was assigned to the volunteer	mm/dd/yyyy

## File 2: Volunteer Network Fundraising Contacts

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This file contains all contacts/results entered by your volunteers in Blackbaud Volunteer Network Fundraising.

Number	Name	Description	Format
1	Contact ID	Unique ID of the contact record	integer
2	Contact Type	Type of contact (e.g. phone, email, text, thank you)	string/text
3	Volunteer Entity ID	Entity ID of the volunteer	string/text
4	Contact Entity ID	Entity ID of the person contacted	string/text
5	Contact Date	Date/time the contact report was filed	mm/dd/yyyy hh:mm:ss
6	Contact Notes	Any notes the volunteer left in the contact report	string/text
7	Donation Amount	Donation amount indicated by the volunteer in the contact report, if applicable	string/text
8	Donation Method	Donation method indicated by the volunteer, if applicable (e.g. online, send pledge card, etc.)	string/text
9	Campaign Name	Name of the campaign the contact was a part of	string/text
10	Campaign Start Date	Start date of the campaign	mm/dd/yyyy
11	Campaign Stop Date	Stop date of the campaign	mm/dd/yyyy

### File 3: Volunteer Network Fundraising Notes

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This file contains all notes associated with a specific entity submitted by volunteers in Blackbaud Volunteer Network Fundraising.

Number	Name	Description	Format
1	Note ID	Unique ID of the note record	integer
2	Volunteer Entity ID	Entity ID of the volunteer	string/text
3	Entity ID	Entity ID of the person to whom the note is related	string/text
4	Note Content	Note related to entity	string/text
5	Note Date	Date/time	mm/dd/yyyy hh:mm:ss
6	Campaign Name	Name of the campaign the note was a part of	string/text

## File 4: Volunteer Network Fundraising Data Update Request

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This file contains the contents of forms submitted by volunteers regarding updated entity demographic information.

Number	Name	Description	Format
1	Update ID	Unique ID of update request	integer
2	Volunteer ID	Entity ID of the volunteer	string/text
3	Entity ID	Entity ID of the person whose information should be updated	string/text
4	Update Field	Field to be updated (e.g. email, phone, address, etc.)	string/text
5	Current Value	Current field value	string/text
6	New Value	New field value as recorded by volunteer	string/text
7	Notes		string/text
8	Date	Date/time request is submitted	mm/dd/yyyy hh:mm:ss
9	Campaign Name	Name of the campaign during which the update is requested	

## File 5: Volunteer Network Fundraising Volunteer Status

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This file contains the overall status of the volunteer as well as their status in any campaign to which they have been assigned.

Number	Name	Description	Format
1	Volunteer ID	Entity ID of the volunteer	integer
2	Volunteer Name	Name of the volunteer	string/text
3	Active Volunteer	Y=Active Volunteer, N=Not Active Volunteer	Y/N
4	Campaign Name	Name of the campaign to which the volunteer is assigned	string/text
5	Active in Campaign	Y=Volunteer is active in the campaign, N=Volunteer is not active in the campaign	Y/N

## Appendix: Export Guide Version Changes Tracking (versus 2017.4 version)

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This table contains all export guide changes comparing this version to the previous version. The change type of “Add” denotes a new field or file, “Update” denotes an edit to a previously existing field or file, “Delete” denotes a field or file was removed.

Number	Change Type	File	Field	Change Description
1	Update	ALL	n/a	File naming conventions update to reflect the name change from Class Agent to Blackbaud Volunteer Network Fundraising as well as the updated version
2	Add	Assignments	Assigned Date	Added new field to track date of assignments
3	Add	Volunteer Status	n/a	Added new file to track volunteer status and status in a specific campaign.