

# How to Import Schools Into Fitnessgram 9

Access your Fitnessgram 9 Web site.

IN PARTNERSHIP WITH  
**Play60**  
THE NFL MOVEMENT FOR AN ACTIVE GENERATION

**FG FITNESSGRAM**  
Including **AG ACTIVITYGRAM**

Type in your User Name →

State: Illinois  
District: MKG District alt1  
School: MKG School alt1  
User Name:   
Password:  [Forgot Password](#)  
 Remember me

**Log In Now**

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Log in to Configuration Manager (default config/config).

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**FG FITNESSGRAM**  
Including **AG ACTIVITYGRAM**

Type in your Password →

State: Iowa  
District: Iowa Test District  
School: Iowa Test School 2  
User Name: config  
Password:  [Forgot Password](#)  
 Remember me

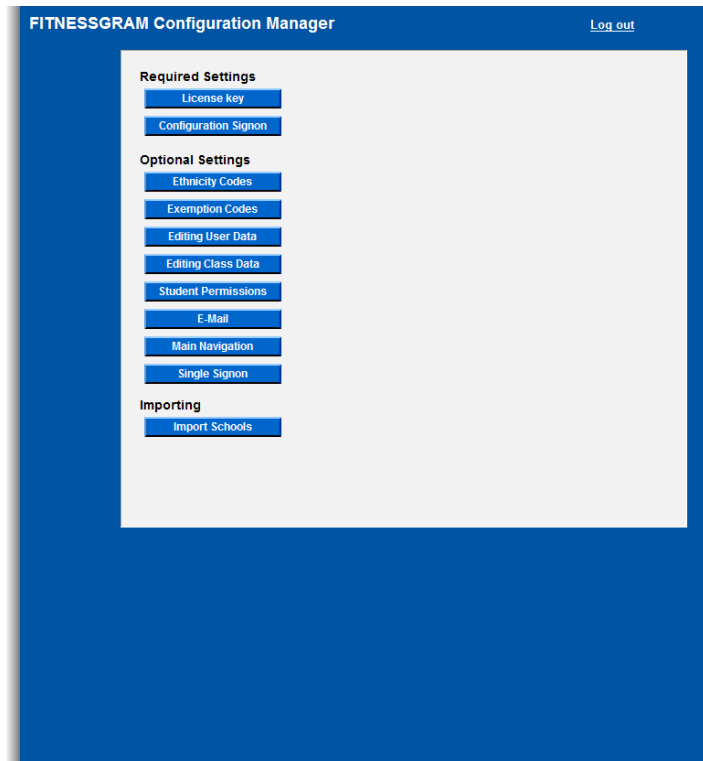
**Log In Now**

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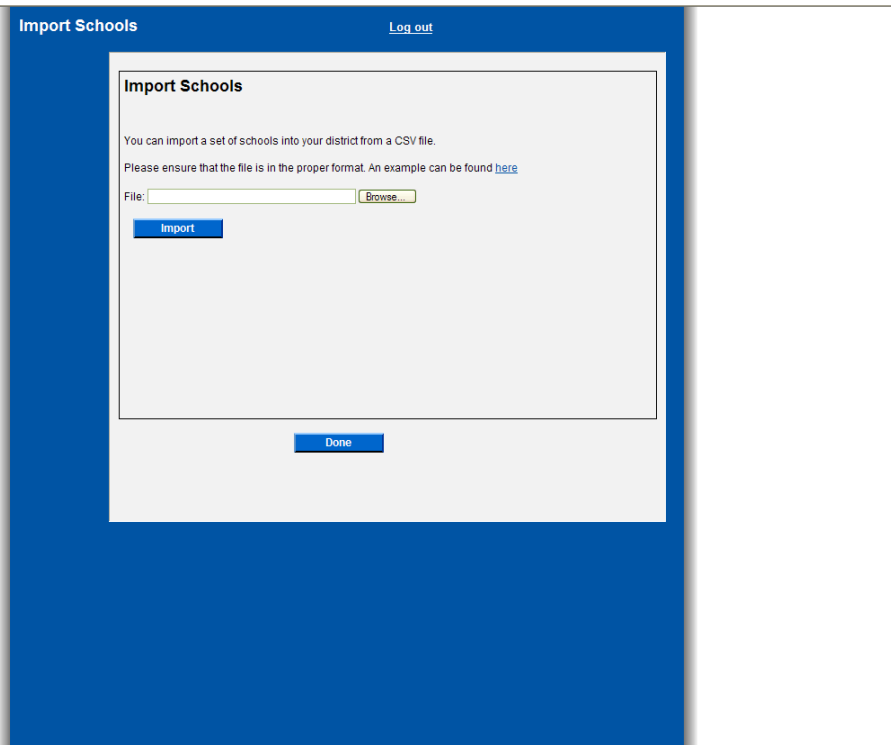
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You are brought to the Configuration Manager screen, where you can select Import Schools.



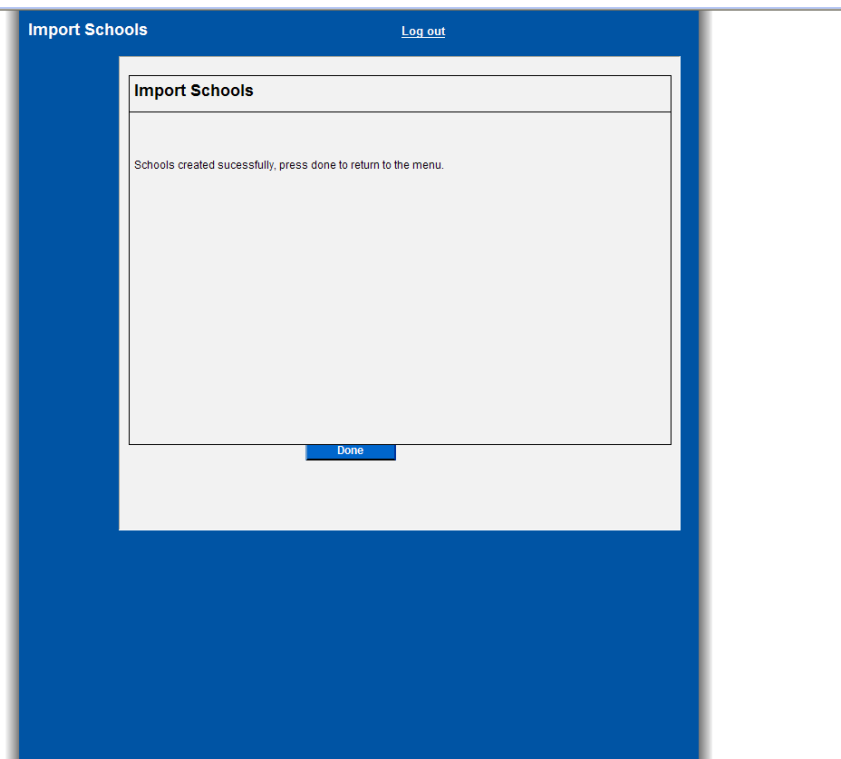
You can import a set of schools as long as it equals or is less than the total number of licenses the district has purchased.



The format of the .CSV file must look like this:

	A	B	C	D	E	F	G	H	I	J	K
1	School ID	School Name	Address	Address2	Phone	City	State	Zip			
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
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Verify that your .CSV file is in the correct format and contains the correct data. Make sure that you do not have more school names in this file than you have licenses for. Browse out to the file and click Import. You should see the following message with a successful import. If you have an error, check the import .CSV.



Note: If you do not know the number of licenses that were purchased, look at the Configuration Manager screen and select License Key. On that screen, you will see the License Key and the School Limit on the number of schools that you can enter names for.

**License Key Settings** [Log out](#)

**Proxy Server Settings**  
Depending on your settings, you may need to specify a proxy server to validate your license.  
Do you need to specify a proxy server?  
 Yes  
 No

**License Key**  
License Key:  This key is valid.

License Version : District  
School Limit: 10

## Technical Support

Monday through Friday, 7 am to 7 pm CST, except holidays

Phone: 217.351.5076 option 3 for Technical Support

E-mail: [support@hkusa.com](mailto:support@hkusa.com)