_Importing_animal_data_from_RescueConnection_Content_v1

> ⓘ **Existing Animal Records**
>
> Please know that if you choose to use our Import Account feature to import data automatically from any third party system, this action will NOT affect any pre-existing animal record that is currently listed in your RescueGroups.org account. An Import Account can only add, or edit animal records that have previously been added by that specific Import Account. If you plan to *only* have your Import Account load animals to your RescueGroups.org account, we would recommend that you delete pre-existing animal records in your RescueGroups.org account, prior to loading your first import file. This will help to ensure your animal records are accurate and avoid duplicate or outdated animal records.

If your organization would like to upload animal data from RescueConnection to RescueGroups.org, please do the following:

Sign up for an account with RescueGroups.org if you don't already have one. You can do that at: http://www.rescuegroups.org. Click the Sign Up button.

1. After your account is created, create an FTP account. Please see the FTP User Guide article for additional information about creating an FTP account.
    a. Log in to your account.
    b. Go to **Services > FTP Account**.
    c. Make a note of your FTP account username and password.
2. Add an import account to your account. Please see the **Using the import accounts feature** article for additional information about adding an **Import Account**.
    a. Log in to your account.
    b. Go to **Animals > Imports**.
    c. Click **Add an Import Account**.
    d. For **Configuration Type** select **CSV**.
    e. Your vendor should provide you with the CSV file name (**<accountNumber>.csv**, e.g., 9123.csv).
    f. Enter your email address for **Alert Email Address**.
    g. Click **Save Import Account**.
3. When you've finished setting up your account with RescueGroups.org, e-mail the FTP username and password to info@rescueconnection.com.