

BCRM Import Process

User Guide

Version Control Log

Please add your changes and dates to this log after making any changes.

Date	Author	Description	Sections Modified	Version
6/17/16	Alberto del Toro	Initial Document	All	0.5
6/20/16	Alberto del Toro	Final Candidate	Appendix	.6
6/29/16	Alberto del Toro	Volunteer and Educator additions	Volunteer and Educator templates	.7
4/5/2017	Arlene Miller	Modifications re: Zip and phone fields	Process	.8
7/26/2017	Regina Rodriguez	Removed Counties per BA Meeting	County	1.0
10/31/17	Jenna Johnson	Updated required fields and code table values	All	1.2

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Introduction

The ability to import a CSV files that contains constituent data is available to local JA Area staff that have the role of **Local Admin** on their BCRM account. Requests for the role of **Local Admin** must be approved and submitted by the Sr. Staff of that JA Area. Simply submit a ticket request to the JA USA Help Desk and ask them to add that role to their staff member's BCRM account.

Process

The import process generates a batch for the review of the local JA Area. Once the batch is committed the constituent records are written to BCRM. There are many factors that can cause the import to fail or create a batch with errors. **It is important that the JA Area reviews the batch created by the import process PRIOR to committing the batch. Any errors generating while committing the batch will be fixed manually by the JA Area.**

Step 1: generate the import file (CSV) from your selected source.

Step 2: create your import process.

Step 3: import the file to BCRM.

Step 4: review and fix any errors reported by the import process.

Step 5: validate the batch, then review and fix any errors reported by the batch.

Step 6: commit the batch.

You may repeat Step 4 as many times as needed. The import process creates a batch which can be deleted as long as *it hasn't been committed.* Each of the steps are illustrated on page 12.

Generating the Import File

Currently only constituent data will be supported through import. Revenue, classes or other data will not be supported. Traditionally, your constituent data will originate from outside sources like VolunteerNow, signup forms, or purchased constituent lists.

The source information will need to be reformatted into the standard BCRM Import Templates. There are four templates, an Organization template, an Individual template, a Volunteer template, and an Educator template. It is best to process Organizations first before processing Individuals, Volunteers, or Educators.

A note about formatting zip and phone number fields

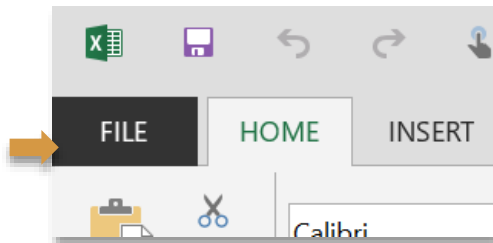
Specific formatting has been applied to the zip code and phone number fields in the templates. Copy/pasting data into the template will overwrite the format and the data will go into BCRM as it is shown on the template. For example: zip codes with a leading zero will only go into the template with the leading zero if the format for the field is set to Zip Code, otherwise the leading zero will not be included on the constituents records. Likewise phone numbers will only go into BCRM with the USA phone number formatting if the field is set for Phone Number.

To test the special formatting, highlight the column in Excel, click on the dropdown in the number formatting section of the ribbon, and choose "More number formats". Then select the "Special" category, and choose Zip Code (or Phone Number). **Do NOT use "Zip + 4"**. Click "OK" to apply the format to the column.

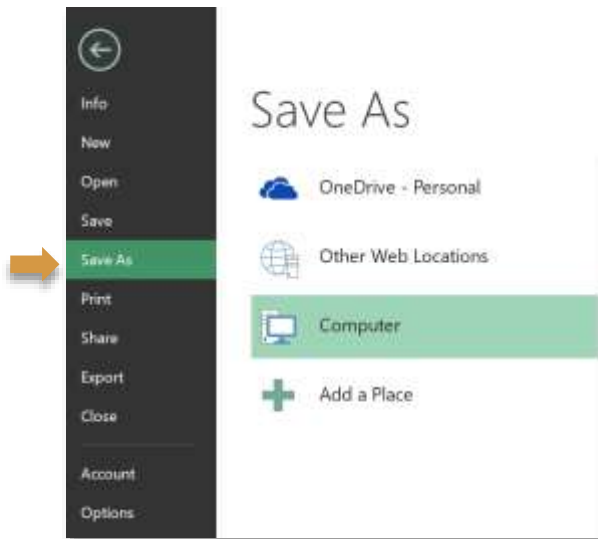
Data that is written into the template (not copied) retains the special formatting and no special action is required.

The templates must be saved as a Comma Separated Values (CSV) file. The following are step-by-step instructions for creating the import file:

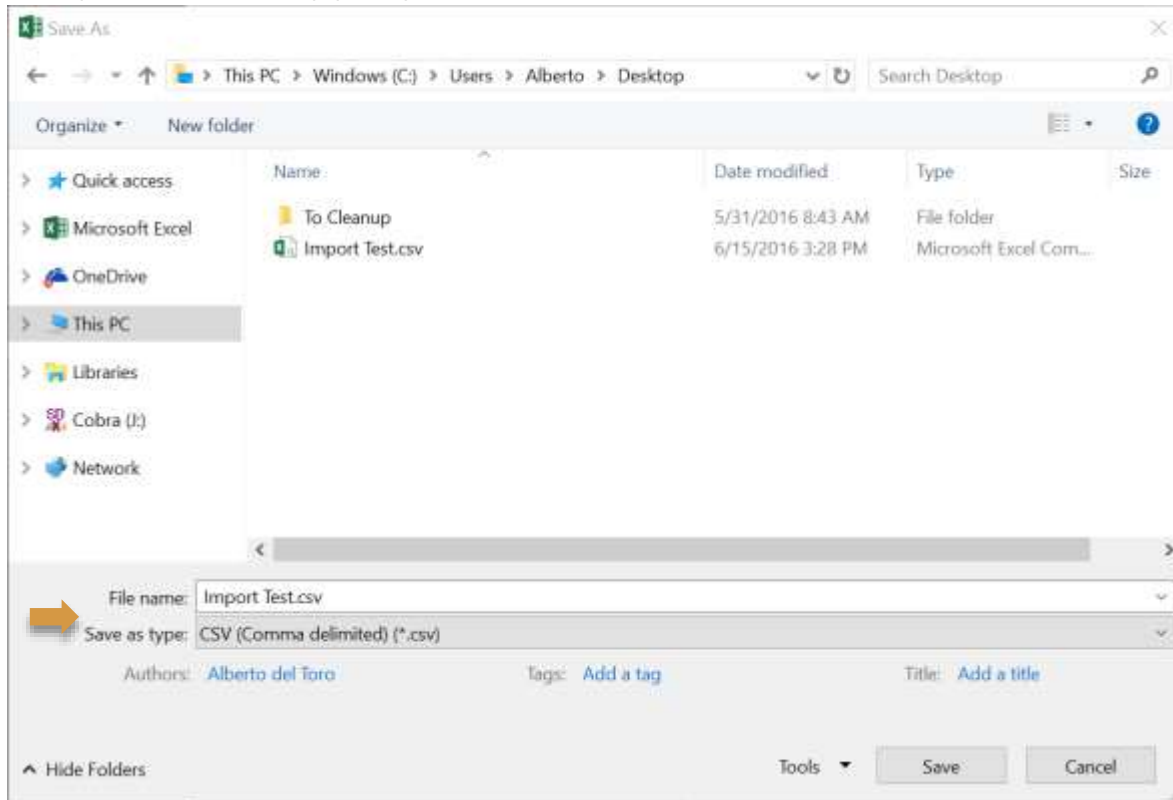
1. Click on the *File* tab in Excel.



2. Click on *Save As* from the side bar menu.



3. Click *Browse* to select where you wish to save the file. Name the file and under *Save as type*: select *CSV (Comma delimited) (*.csv)*.



Organization Import Template

Use this template to import Organizations to BCRM. You can download the template by clicking [here](#).

Organization Import Template

Description of fields and their accepted values.

Field	Purpose	Accepted Values
Constituent site	This indicates the site for the constituent; this defaults to the top level site (JA of...); change this value to a subsite if needed; required	Valid site name
Constituent type	Indicates if the constituent is an Individual or Organization; this field is defaulted to Organization by the import template; required	Organization
Last/org/group/household name	Name of the organization; required	Legal name of the organization
Address type	Indicate the type of address, required if an address is entered	Business Former Address Home Alternate Shipping Residential Shipping Business
Country	Name of the country for the address, not required; default value is United States	See country table
Address	All street address lines should be entered under this field; required if address type is entered	Any value
City	Name of the city	Any value
State	State abbreviation	Any valid state abbreviation
Zip	Zip Code for the address	Any Zip Code numerical value, includes Zip+4
County	Name of the county for the address	County name
Phone type	This is the type of phone; required if a phone is entered; if you wish to enter multiple phone numbers you must then label the fields Phone type 1, 2, 3, etc.	Fax Home Mobile Not Available Organization-Direct Organization-Main
Phone number	This is the phone number; required if a phone type is entered; if you wish to enter	Any phone value (###) ###-####

Organization Import Template

Description of fields and their accepted values.

Field	Purpose	Accepted Values
	multiple phone numbers you must then label the fields Phone number 1, 2, 3, etc.	
Phone primary?	This indicates if the phone number is the primary phone for that constituent; only one number can be primary per constituent; at least one number must be primary; if you wish to enter multiple phone numbers you must then label the fields Phone primary? 1, 2, 3, etc.	Yes No
Email type	This is the type of email; required if an email is entered; if you wish to enter multiple emails you must then label the fields Email type 1, 2, 3, etc.	Organization Personal
Email address	This is the email address; required if an email type is entered; if you wish to enter multiple emails you must then label the fields Email address 1, 2, 3, etc.	Any valid email address Text@text.ext Text.text@text.ext
Email primary?	This indicates if the email address is the primary email for that constituent; only one email address can be primary per constituent; at least one email address must be primary; if you wish to enter multiple emails you must then label the fields Email primary? 1, 2, 3, etc.	Yes No
Web site address	The link or URL of the organization's website.	Any valid web site URL http://www.text.ext
Alt Lookup ID Type	This field is only used when the constituent is a school; the field indicates that the Alternate Lookup ID is of type School ID #	School ID # Or blank
Alt Lookup ID	This field contains the actual School ID or PIN	Valid School ID/PIN
Constituency	The name of any constituency given to the constituent; only valid constituencies can be used; if you wish to enter multiple constituencies you must then label the fields Constituency 1, 2, 3, etc.	Board member Board Organization Bowling Center Business Civic/Association Educator Event Venue Foundation Fundraiser

Organization Import Template

Description of fields and their accepted values.

Field	Purpose	Accepted Values
		Government JA Advocate JA Alumni JA Area Laureate Media Partner Online Visitor Prospect School Staff Suspect Suspect - Board Suspect - Donor Suspect - Event Suspect - Teacher Suspect - Volunteer Volunteer

Individual Template

Use this template to import Individuals to BCRM. You can download the template by clicking [here](#).

Individual Import Template

Description of fields and their accepted values.

Field	Purpose	Accepted Values
Constituent site	This indicates the site for the constituent; this defaults to the top level site (JA of...); change this value to a subsite if needed; required	Valid site name
Constituent type	Indicates if the constituent is an Individual or Organization; this field is defaulted to Individual by the import template; required	Individual
Title	This will be the title for the individual; strongly recommended for correspondence	Admiral Ambassador Brother Captain Chief Cmdr. Col. Congressman Dr. Drs. Father General Governor Judge Lt. Madam Major Master Miss Mr. Mrs. Ms. Pastor Prof. Rabbi Representative Reverend Senator Sergeant Sir Sir/Madam Sister The Honorable

Individual Import Template

Description of fields and their accepted values.

Field	Purpose	Accepted Values
First name	First name of the individual; required	Any value
Last/org/group/household name	Last name of the individual; required	Any value
Address type	Indicates the type of address, required if an address is entered	Business Former Address Home Alternate Shipping Residential Shipping Business
Country	Name of the country for the address, not required; default value is United States	See country table
Address	All street address lines should be entered under this field; required if address type is entered	Any value
City	Name of the city	Any value
State	State abbreviation	Any valid state abbreviation
Zip	Zip Code for the address	Any Zip Code numerical value, includes Zip+4
County	Name of the county for the address	County name
Phone type	This is the type of phone; required if a phone is entered; if you wish to enter multiple phone numbers you must then label the fields Phone type 1, 2, 3, etc.	Fax Home Mobile Not Available Organization-Direct Organization-Main
Phone number	This is the phone number; required if a phone type is entered; if you wish to enter multiple phone numbers you must then label the fields Phone number 1, 2, 3, etc.	Any phone value (###) ###-####
Phone primary?	This indicates if the phone number is the primary phone for that constituent; only one number can be primary per constituent; at least one number must be primary; if you wish to enter multiple phone numbers you must then label the fields Phone primary? 1, 2, 3, etc.	Yes No

Individual Import Template

Description of fields and their accepted values.

Field	Purpose	Accepted Values
Email type	This is the type of email; required if an email is entered; if you wish to enter multiple emails you must then label the fields Email type 1, 2, 3, etc.	Organization Personal
Email address	This is the email address; required if an email type is entered; if you wish to enter multiple emails you must then label the fields Email address 1, 2, 3, etc.	Any valid email address Text@text.ext Text.text@text.ext
Email primary?	This indicates if the email address is the primary email for that constituent; only one email address can be primary per constituent; at least one email address must be primary; if you wish to enter multiple emails you must then label the fields Email primary? 1, 2, 3, etc.	Yes No
Gender	One of the required demographic values for volunteers and educators; default value is unknown; indicates the gender of the individual	Unknown Male Female
Ethnicity	One of the required demographic values for volunteers and educators; default value is unknown; indicates the ethnicity of the individual	Black (not Hispanic origin) Hispanic Unknown Asian Multi-Racial American Indian / Alaskan Native Hawaiian/Pacific Islander White (not-Hispanic origin)
Business	This indicates the LookupID of the business for that individual; the business must exist in BCRM as an Organization; this is the reason why we run Organization imports first	Valid LookupID
Business relationship type	This is what the Individual is in relation to the Organization; default value is employee	Employee
Business reciprocal type	This is what the Organization is in relation to the Individual; default value is employer	Employer
Constituency	The name of any constituency given to the constituent; only valid constituencies can be used; if you wish to enter multiple	Board member Board Organization Bowling Center Business

Individual Import Template

Description of fields and their accepted values.

Field	Purpose	Accepted Values
	<p>constituencies you must then label the fields Constituency 1, 2, 3, etc.</p>	<p>Civic/Association Educator Event Venue Foundation Fundraiser Government JA Advocate JA Alumni JA Area Laureate Media Partner Online Visitor Prospect School Staff Suspect Suspect - Board Suspect - Donor Suspect - Event Suspect - Teacher Suspect - Volunteer Volunteer</p>

Volunteer Template

Use this template to import Volunteers to BCRM. You can download the template by clicking [here](#).

Volunteer Import Template

Description of fields and their accepted values.

Field	Purpose	Accepted Values
Constituent site	This indicates the site for the constituent; this defaults to the top level site (JA of...); change this value to a subsite if needed; required	Valid site name
Constituent type	Indicates if the constituent is an Individual or Organization; this field is defaulted to Individual by the import template; required	Individual
Title	This will be the title for the individual; strongly recommended for correspondence	Admiral Ambassador Brother Captain Chief Cmdr. Col. Congressman Dr. Drs. Father General Governor Judge Lt. Madam Major Master Miss Mr. Mrs. Ms. Pastor Prof. Rabbi Representative Reverend Senator Sergeant Sir Sir/Madam Sister The Honorable

Volunteer Import Template

Description of fields and their accepted values.

Field	Purpose	Accepted Values
First name	First name of the individual; required	Any value
Last/org/group/household name	Last name of the individual; required	Any value
Address type	Indicate the type of address, required	Business Former Address Home Alternate Shipping Residential Shipping Business
Country	Name of the country for the address, not required; default value is United States	See country table
Address	All street address lines should be entered under this field; required	Any value
City	Name of the city; required	Any value
State	State abbreviation; required	Any valid state abbreviation
Zip	Zip Code for the address; required	Any Zip Code numerical value, includes Zip+4
County	Name of the county for the address	County name
Phone type	This is the type of phone; required if a phone is entered; if you wish to enter multiple phone numbers you must then label the fields Phone type 1, 2, 3, etc.; at least one phone type is required	Fax Home Mobile Not Available Organization-Direct Organization-Main
Phone number	This is the phone number; required if a phone type is entered; if you wish to enter multiple phone numbers you must then label the fields Phone number 1, 2, 3, etc.; at least one phone number is required	Any phone value (###) ###-####
Phone primary?	This indicates if the phone number is the primary phone for that constituent; only one number can be primary per constituent; at least one number must be primary; if you wish to enter multiple phone numbers you must then label the fields Phone primary? 1, 2, 3, etc.	Yes No

Volunteer Import Template

Description of fields and their accepted values.

Field	Purpose	Accepted Values
Email type	This is the type of email; required if an email is entered; if you wish to enter multiple emails you must then label the fields Email type 1, 2, 3, etc.	Organization Personal
Email address	This is the email address; required if an email type is entered; if you wish to enter multiple emails you must then label the fields Email address 1, 2, 3, etc.	Any valid email address Text@text.ext Text.text@text.ext
Email primary?	This indicates if the email address is the primary email for that constituent; only one email address can be primary per constituent; at least one email address must be primary; if you wish to enter multiple emails you must then label the fields Email primary? 1, 2, 3, etc.	Yes No
Gender	One of the required demographic values for volunteers and educators; default value is unknown; indicates the gender of the individual	Unknown Male Female
Ethnicity	One of the required demographic values for volunteers and educators; default value is unknown; indicates the ethnicity of the individual	Black (not Hispanic origin) Hispanic Unknown Asian Multi-Racial American Indian / Alaskan Native Hawaiian/Pacific Islander White (not-Hispanic origin)
Business	This indicates the LookupID of the business for that individual; the business must exist in BCRM as an Organization; this is the reason why we run Organization imports first	Valid LookupID
Business relationship type	This is what the Individual is in relation to the Organization; default value is employee	Employee
Business reciprocal type	This is what the Organization is in relation to the Individual; default value is employer	Employer
Constituency	The name of any constituency given to the constituent; only valid constituencies can be used; if you wish to enter multiple constituencies you must then label the	Board member Board Organization Bowling Center Business

Volunteer Import Template

Description of fields and their accepted values.

Field	Purpose	Accepted Values
	fields Constituency 1, 2, 3, etc.; the Volunteer constituency is required	Civic/Association Educator Event Venue Foundation Fundraiser Government JA Advocate JA Alumni JA Area Laureate Media Partner Online Visitor Prospect School Staff Suspect Suspect - Board Suspect - Donor Suspect - Event Suspect - Teacher Suspect - Volunteer Volunteer
Volunteer type	The type of volunteer; for most volunteers this will be Classroom volunteer; required	Classroom volunteer Event volunteer Office volunteer
Volunteer type status	The status of that type of volunteer	Pending Active Inactive Unapproved Lapsed
Volunteer status	The status of the volunteer in regards to participation with the JA Area; required	Current Past Prospect
Volunteer initial years of service	Represents the number of years that volunteer participated with the JA Area prior to entering the data into BCRM; the default value is 0	Numerical value
Volunteer administrative	This field sets the administrative tasks of a completed background check; a delivered Volunteer conduct standards form or a signed social media policy; if you wish to enter multiple administrative	Background check Conduct and Social Media Policies Volunteer conduct standards form

Volunteer Import Template

Description of fields and their accepted values.

Field	Purpose	Accepted Values
	values you must then label the fields Volunteer administrative 1, 2, 3, etc.	
Volunteer administrative date completed	The date in which the administrative item was completed; if you wish to enter multiple administrative values you must then label the fields Volunteer administrative date completed 1, 2, 3, etc.	Valid date
Volunteer administrative expiration	The date in which the administrative item expires; all Volunteer administrative forms expire on June 30 of the current program year; if you wish to enter multiple administrative values you must then label the fields Volunteer administrative expiration 1, 2, 3, etc.	Valid date
Volunteer administrative verified	Indicates if the administrative item was verified by a JA Area Staff; if you wish to enter multiple administrative values you must then label the fields Volunteer administrative verified 1, 2, 3, etc.	Yes No

Educator Template

Use this template to import Educators to BCRM. You can download the template by clicking [here](#).

Educator Import Template

Description of fields and their accepted values.

Field	Purpose	Accepted Values
Constituent site	This indicates the site for the constituent; this defaults to the top level site (JA of...); change this value to a subsite if needed; required	Valid site name
Constituent type	Indicates if the constituent is an Individual or Organization; this field is defaulted to Individual by the import template; required	Individual
Title	This will be the title for the individual; strongly recommended for correspondence	Admiral Ambassador Brother Captain Chief Cmdr. Col. Congressman Dr. Drs. Father General Governor Judge Lt. Madam Major Master Miss Mr. Mrs. Ms. Pastor Prof. Rabbi Representative Reverend Senator Sergeant Sir Sir/Madam Sister The Honorable

First name	First name of the individual; required	Any value
Last/org/group/household name	Last name of the individual; required	Any value
Address type	Indicate the type of address, required	Business Former Address Home Alternate Shipping Residential Shipping Business
Country	Name of the country for the address, not required; default value is United States	See country table
Address	All street address lines should be entered under this field; required	Any value
City	Name of the city; required	Any value
State	State abbreviation; required	Any valid state abbreviation
Zip	Zip Code for the address; required	Any Zip Code numerical value, includes Zip+4
County	Name of the county for the address	County name
Phone type	This is the type of phone; required if a phone is entered; if you wish to enter multiple phone numbers you must then label the fields Phone type 1, 2, 3, etc.; at least one phone type is required	Fax Home Mobile Not Available Organization-Direct Organization-Main
Phone number	This is the phone number; required if a phone type is entered; if you wish to enter multiple phone numbers you must then label the fields Phone number 1, 2, 3, etc.; at least one phone number is required	Any phone value (###) ###-####
Phone primary?	This indicates if the phone number is the primary phone for that constituent; only one number can be primary per constituent; at least one number must be primary; if you wish to enter multiple phone numbers you must then label the fields Phone primary? 1, 2, 3, etc.	Yes No
Email type	This is the type of email; required if an email is entered; if you wish to enter multiple emails you must then label the fields Email type 1, 2, 3, etc.	Organization Personal

Email address	This is the email address; required if an email type is entered; if you wish to enter multiple emails you must then label the fields Email address 1, 2, 3, etc.	Any valid email address Text@text.ext Text.text@text.ext
Email primary?	This indicates if the email address is the primary email for that constituent; only one email address can be primary per constituent; at least one email address must be primary; if you wish to enter multiple emails you must then label the fields Email primary? 1, 2, 3, etc.	Yes No
Gender	One of the required demographic values for volunteers and educators; default value is unknown; indicates the gender of the individual	Unknown Male Female
Ethnicity	One of the required demographic values for volunteers and educators; default value is unknown; indicates the ethnicity of the individual	Black (not Hispanic origin) Hispanic Unknown Asian Multi-Racial American Indian / Alaskan Native Hawaiian/Pacific Islander White (not-Hispanic origin)
Business	This indicates the LookupID of the business for that individual; the business must exist in BCRM as an Organization; this is the reason why we run Organization imports first	Valid LookupID
Business relationship type	This is what the Individual is in relation to the Organization; default value is Employee	Employee
Business reciprocal type	This is what the Organization is in relation to the Individual; default value is Employer	Employer
Constituency	The name of any constituency given to the constituent; only valid constituencies can be used; if you wish to enter multiple constituencies you must then label the fields Constituency 1, 2, 3, etc.; the Educator constituency is required	Board member Board Organization Bowling Center Business Civic/Association Educator Event Venue Foundation Fundraiser Government JA Advocate JA Alumni JA Area

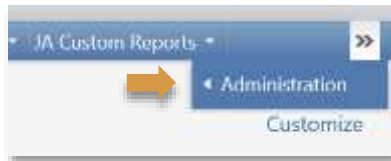
		Laureate Media Partner Online Visitor Prospect School Staff Suspect Suspect - Board Suspect - Donor Suspect - Event Suspect - Teacher Suspect - Volunteer Volunteer
Educator status	The status of the educator in regards to participation with the JA Area; required	Current Past Prospect
Educator initial years of service	Represents the number of years that educator participated with the JA Area prior to entering the data into BCRM; the default value is 0	Numerical value

Creating the Import Process

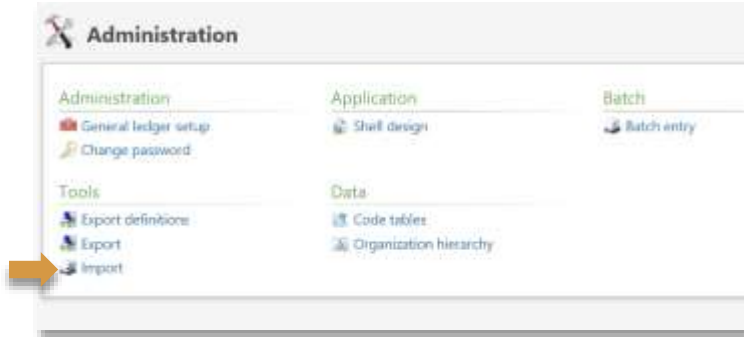
In order to import your information, you must create an Import Process that maps to the proper template. **JA USA requires reusing your import processes, keeping one for *Organizations*, one for *Volunteers*, one for *Educators* and one for *Individuals*.** Simply import a new file into the existing import process.

The following are step-by-step instructions for creating the Import Process.

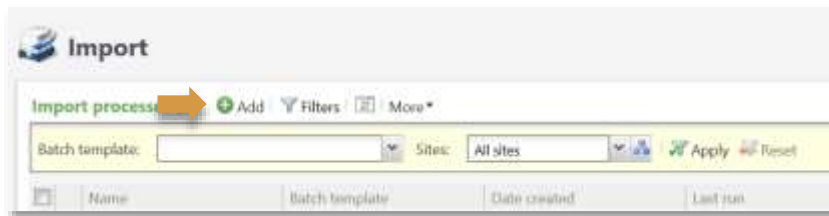
1. Log in to BCRM.
2. Click on the *Administration* link from the blue navigation bar. If the link is not visible, click on the double arrows.



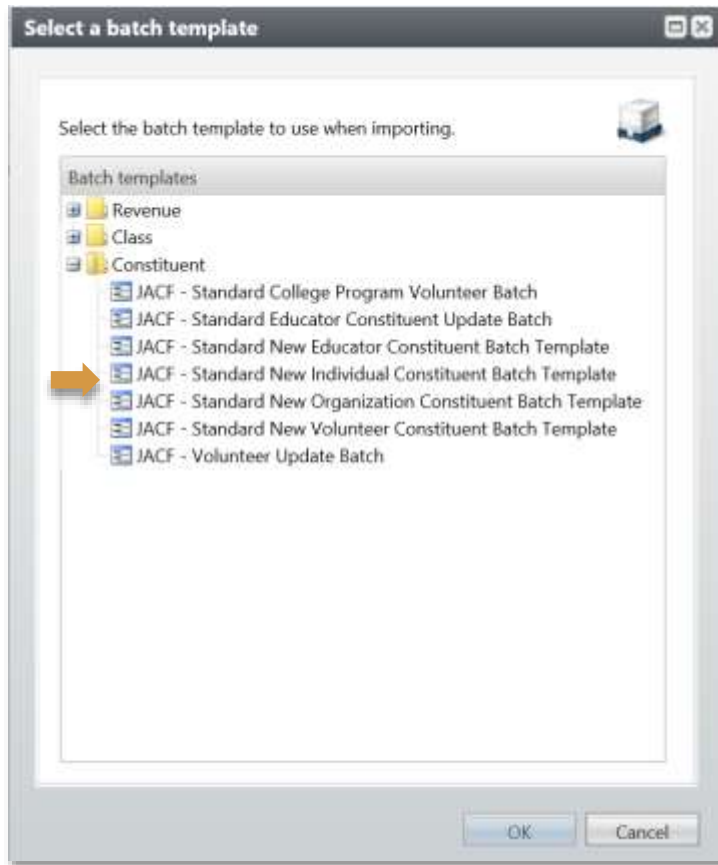
3. Click on *Import* under the *Tools* section of the *Administration* area.



4. If the Import Process exists from a previous import, click on the Import Process name and continue to step #7.
5. If you need to create a new Import Process, click on the *Add* button at the top of the Import Process table.



6. Select the appropriate *Constituent Batch Template* and click *OK*. Your template will have the acronym for your JA Area appended to the name.



7. Add the name to your new Import Process. Depending on the type of constituents you're importing, the name will be similar to one of the following:

JA Area Acronym – New Individual Import

JA Area Acronym – New Volunteer Import

JA Area Acronym – New Educator Import

JA Area Acronym – New Organization Import

Ensure that your JA Area name displays in the *Site* field. Set yourself as the *Batch owner*. Click on the green arrow next to the *File* field.

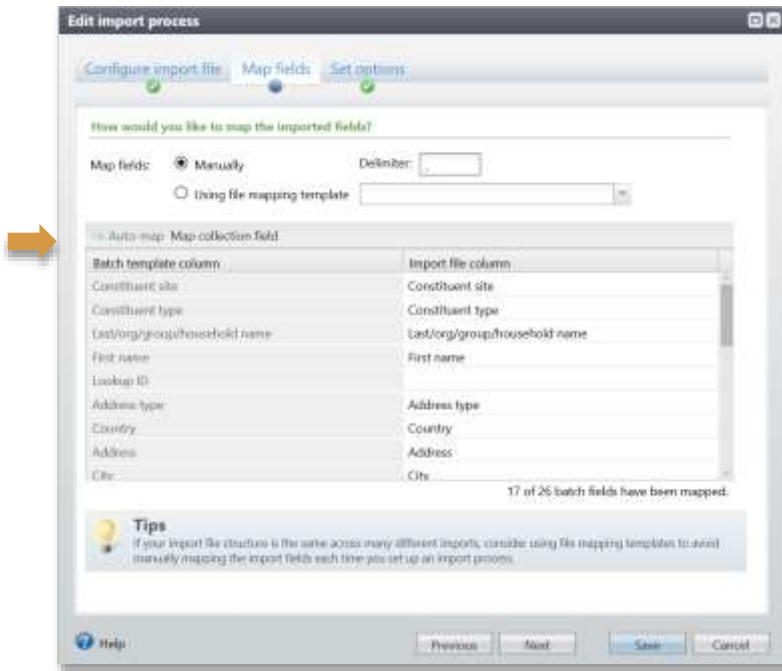
The screenshot shows the 'Add import process' dialog box with the following fields and values:

- Name: JACF - New Individual Import Process
- Description: (empty)
- Site: JA of Central Florida
- Batch owner: (empty)
- Batch template: JACF - Standard New Individual Constituent Batch Template
- Import type: Once Recurring First row is header
- Import source: Local file
- File: <file not specified>

A green arrow points to the green arrow icon next to the File field. Below the fields is a 'Tips' section with the text: 'If you choose a recurring import type, only SFTP import sources are available for selection.' At the bottom are buttons for 'Previous', 'Next', 'Save', and 'Cancel'.

8. A document selection window will open. Find your CSV file and click *Open*. The window will close and the file name will display in the *File* field. Click *Next*.
9. Under the *Map fields*, click on *Auto-map* over the table of fields to map. This will automatically map your import file fields to those of the template. Note: you will need to review them to ensure they are

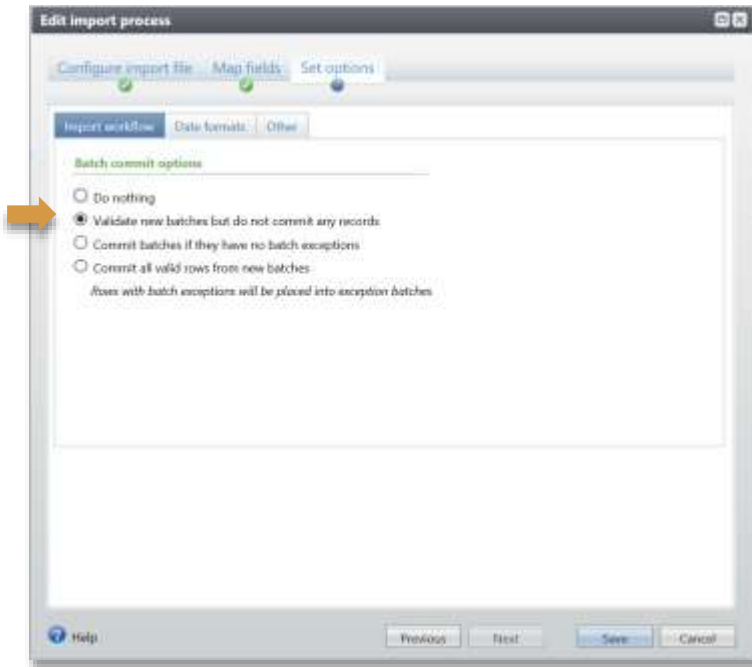
mapped correctly.



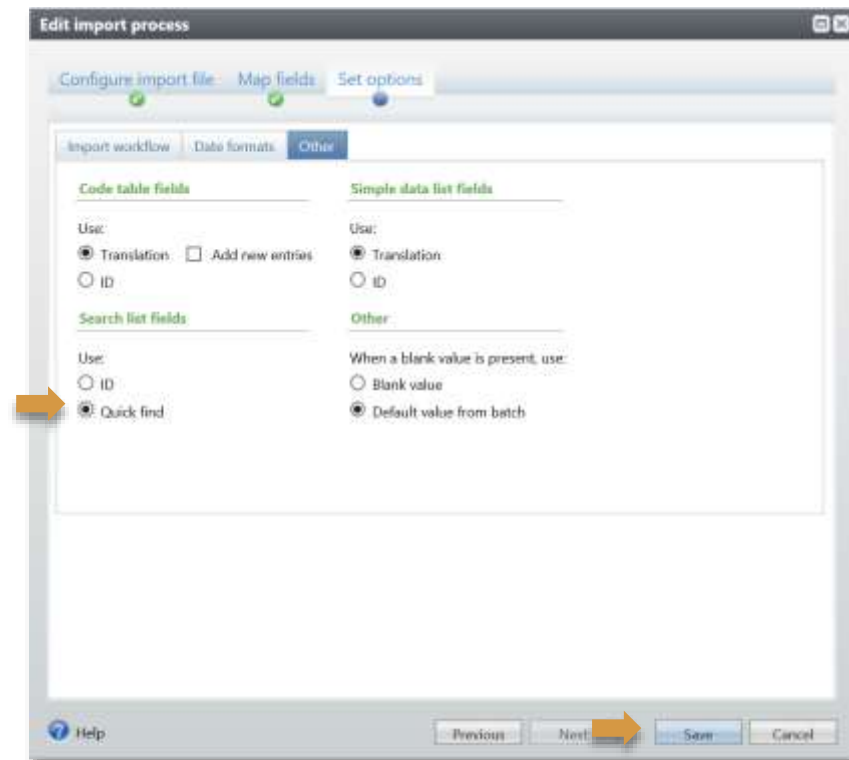
10. Collection fields like phones, constituencies and email addresses will need to be mapped separately. Click on either *Phone*, *Email* or *Constituencies* and click on the *Map collection field* link.
11. Enter the number of Phones, Emails, or Constituencies then click *Auto-map*. The system will map each field it can find, but you will need to **MANUALLY** map the Primary 1, Primary 2, etc. fields. Then click *OK* to close the dialog box.



12. Click on the *Set options* tab. Under *Batch commit options* ensure you have *Validate new batches but do not commit any records* selected.

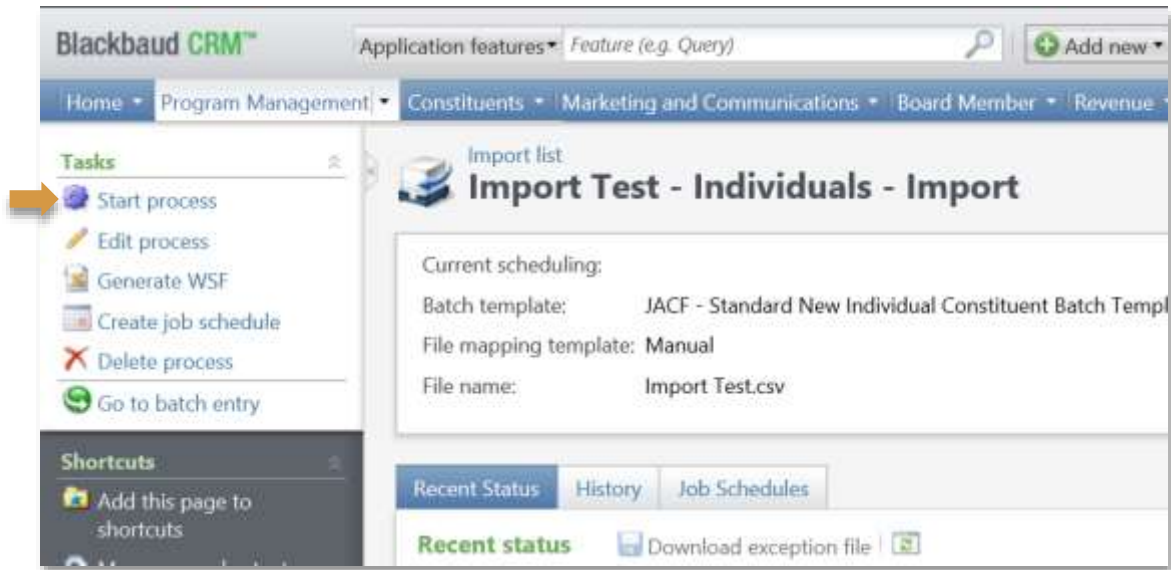


13. Click on the *Other* tab under the *Set options* and click *Quick find* under *Search list fields*. Click *Save* to save your process.

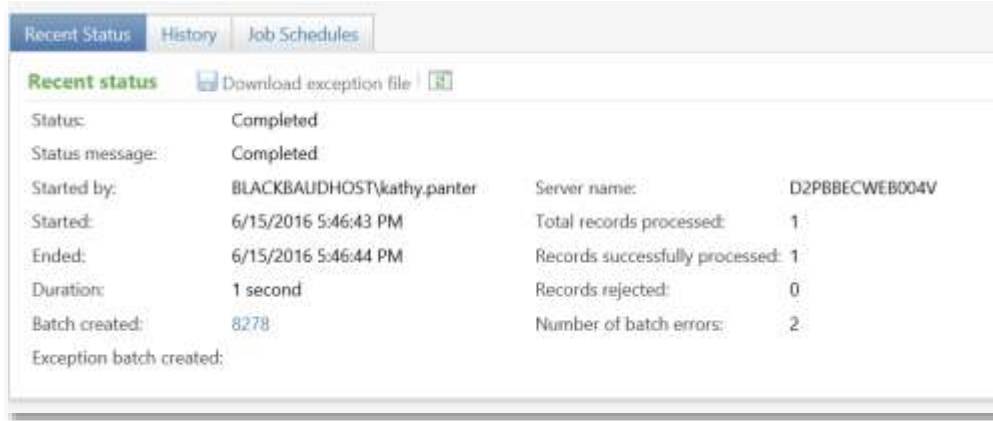


Running the Import Process

1. The Import process detail page should open but if it does not, click on the link of your process. On that page click on **Start process** in the sidebar.



- The process will run and update the status when it has completed. (Be sure to let the process change the status to **Completed**). Once finished, the screen displays the total records processed and whether or not any records were rejected. If there are rejected records, download the exception file. The process will also display if any batch errors occurred.



The screenshot shows a web interface with three tabs: 'Recent Status', 'History', and 'Job Schedules'. The 'Recent Status' tab is active, displaying a 'Recent status' section with a 'Download exception file' link. Below this, a table lists job details:

Status:	Completed		
Status message:	Completed		
Started by:	BLACKBAUDHOST\kathy.panter	Server name:	D2PBECWEB004V
Started:	6/15/2016 5:46:43 PM	Total records processed:	1
Ended:	6/15/2016 5:46:44 PM	Records successfully processed:	1
Duration:	1 second	Records rejected:	0
Batch created:	8278	Number of batch errors:	2
Exception batch created:			

- Click the link next to **Batch created** to open the batch. Validate the batch using the option at the top of the batch screen and verify that there are no other errors. Correct all errors within the batch. Save and close the batch
- Commit the batch. Once committed, the constituent records are written to BCRM.

Import Usage Agreement

By using the Import functionality of BCRM you and your JA Area agree to the following terms:

- Only import constituent data including Individuals, Volunteers, Educators or Organizations
- Thoroughly review ALL batches **PRIOR** to committing the batch
- Resolve any errors in your data **PRIOR** to committing the batch
- Manually resolve any errors in your data **AFTER** committing the batch

Appendix

Country Table

Countries

The following are the only accepted values for country.

Country

Afghanistan	Germany	Nigeria
Africa	Ghana	Norway
Albania	Greece	Oman
Algeria	Grenada	Pakistan
Angola	Guatemala	Palau
Antigua	Guinea	Panama
Antigua and Barbuda	Guinea-Bissau	Papua New Guinea
Argentina	Guyana	Paraguay
Armenia	Haiti	Peru
Australia	Harris	Philippines
Austria	Honduras	Poland
Azerbaijan	Hong Kong	Portugal
Bahamas	Hungary	Qatar
Bahamas, The	Iceland	Romania
Bahrain	India	Russia
Bangladesh	Indonesia	Rwanda
Barbados	Iran	Samoa
Belarus	Iraq	San Marino
Belgium	Ireland	Saudi Arabia
Belize	Israel	Slovenia
Benin, Republic of	Kazakhstan	Solomon Islands
Bhutan	Kenya	Somalia
Bolivia	Kiribati	South Africa
Bosnia and Herzegovina	Korea	Spain
Botswana	Korea, North	Sri Lanka
Brazil	Korea, South	Sudan
Brunei	Kosovo	Suriname
Bulgaria	Kuwait	Swaziland
Burkina Faso	Kyrgyzstan	Sweden
Burundi	Laos	Switzerland
Cambodia	Latvia	Syria
Cameroon	Lebanon	Taiwan
Canada	Lesotho	Tajikistan
Cape Verde Islands	Liberia	Tanzania
Cayman Islands	Libya	Thailand
Central African Republic	Liechtenstein	Timor-Leste
Chad	Lithuania	Togo
Chile	Luxembourg	Tonga
China	Macedonia	Trinidad and Tobago
Colombia	Madagascar	Tunisia
Comoros	Malawi	Turkey
Costa Rica	Malaysia	Turkmenistan
Côte d'Ivoire	Maldives	Tuvalu
Croatia	Mali	Uganda
Cuba	Malta	Ukraine
Cyprus	Mauritania	United Arab Emirates
Czech Republic	Mauritius	United Kingdom
Darke	Mexico	United States
Democratic Republic of the Congo	Micronesia	Uruguay

Countries

The following are the only accepted values for country.

Country

Denmark	Moldova	Uzbekistan
Djibouti	Monaco	Vanuatu
Dominica	Mongolia	Venezuela
Dominican Republic	Montenegro	Vietnam
Ecuador	Montgomery	Virgin Island
Egypt	Morocco	Yemen
El Salvador	Mozambique	Zambia
England	Myanmar	Zimbabwe
Equatorial Guinea	Namibia	
Eritrea	Nauru	
Estonia	Nepal	
Ethiopia	Netherlands	
Fiji	New Zealand	
Finland	Nicaragua	
France	Niger	
Gabon	Scotland	
Gambia	Senegal	
Georgia	Serbia	
Italy	Seychelles	
Jamaica	Sierra Leone	
Japan	Singapore	
Jordan	Slovakia	