Gravyty File	Gravyty Field Name	Display in First Drafts?	Your Database Field Name Examples/Explanations	Your notes	Gravyty Notes
Donor	crm_id	default	Constituent ID		
Donor	fundraiser_crm_id	used by Gravyty only (corresponding	Fundraiser ID (the constituent ID of the staff member assigned to this constituent; Please see Gravyty Note)		Use the Portfolio Type to indicate types of portfolio assignments, or append a code "-aux" to the Fundraiser ID for auxiliary portfolios ; You may have more than one gift officer assigned to a constituent; however, we will only send emails to the primary relationship manager.
Donor	portfolio type	default (subject of First Drafts)	Portfolio Type (ex Primary, Discovery, Annual Fund, etc) - should represent the type of portfolio for the fundraiser_crm_id		
Donor	title	used by Gravyty only	Title or Prefix (i.e. Dr., Mr. Mrs., Ms.)		
Donor	first_name	default	First Name		
Donor	nickname	default	Nickname		
Donor	point_of_contact	default	Preferred Name (informal salutation such as "Jane and Alex" useful for household records or special circumstances), Contact Name for		Salutations will pull from this data field first; therefore, if it is empty the system will pull next from the first name field.
Donor	middle_name	used by Gravyty only	Middle Name or Middle Initial		
Donor	maiden_name	used by Gravyty only	Maiden Name		
Donor	last_name	default	Last Name		
Donor	gender	default	Gender		
Donor	deceased	default	Deceased (this can be a yes/no or deceased date whichever your CRM supports)		Disregard if you will not be sending any deceased records
Donor	grad_year	default	Grad Year (YYYY format; if multiple degrees, this should represent the preferred graduation year)		
Donor	degreeprogram_1_year	default	Degree Program Grad Year 1 (example: 2006)		
Donor	degreeprogram_1_degree	default	Degree Name 1 (example: BS)		
Donor	degreeprogram_1_program	default	Program Name 1 (example: Horticulture)		
Donor	degreeprogram_1_college	default	College Name 1 (example: College of Natural Sciences)		
Donor	degreeprogram_2_year	default	Degree Program Grad Year 2 (example: 2009)		
Donor	degreeprogram_2_degree	default	Degree Name 2 (example: BS)		
Donor	degreeprogram_2_program	default	Program Name 2 (example: Business Management)		
Donor	degreeprogram_2_college	default	College Name 2 (example: College of Business)		
Donor	account_type	used by Gravyty only	Account Type (Individual, Organization)		
Donor	account_name	default	Organization Name for corporations or foundations type records (only send if you will be soliciting through Gravyty)		If you will not be soliciting corporations or foundations, you can skip this row.
Donor	spouse_crm_id	used by Gravyty only	Spouse Constituent ID		
Donor	spouse_title	used by Gravyty only	Spouse Title or Prefix (i.e. Dr., Mrs., Ms.)		
Donor	spouse_first_name	default	Spouse First Name		
Donor	spouse_nickname	default	Spouse Nickname		
Donor	spouse_maiden_name	used by Gravyty only	Spouse Maiden Name		
Donor	spouse_last_name	default	Spouse Last Name		
Donor	spouse_deceased	default	Spouse Deceased (this can be a yes/no or deceased date whichever your CRM supports)		
Donor	address_1_type	used by Gravyty only	Address 1 Type (i.e. home, business, seasonal, etc.)		Please provide full names of types ("home", "business", etc rather than codes)
Donor	address_1_line1	used by Gravyty only	Address 1 Line 1		
Donor	address_1_line2	used by Gravyty only	Address 1 Line 2		
Donor	address_1_city	default, displayed if primary	Address 1 City		
Donor	address_1_state	default, displayed if primary	Address 1 State		
Donor	address_1_zipcode	used by Gravyty only	Address 1 Zipcode (5 digits or extended, formatted)		
Donor	address_1_country	used by Gravyty only	Address 1 Country		
Donor	address_1_isprimary	used by Gravyty only	Address 1 Is Primary or Preferred (Y or N)		Provide this if you are sending us multiple address types
Donor	address_2_type	used by Gravyty only	Address 2 Type (i.e. home, business, seasonal, etc.)		Please provide full names of types ("home", "business", etc rather than codes)
Donor	address_2_line1	used by Gravyty only	Address 2 Line 1		
Donor	address_2_line2	used by Gravyty only	Address 2 Line 2		
Donor	address_2_city	default, displayed if primary	Address 2 City		
Donor	address_2_state	default, displayed if primary	Address 2 State		
Donor	address_2_zipcode	used by Gravyty only	Address 2 Zipcode (5 digits or extended, formatted)		
Donor	address_2_country	used by Gravyty only	Address 2 Country		
Donor	address_2_isprimary	used by Gravyty only	Address 2 Is Primary or Preferred (Y or N)		Please provide full names of types ("home", "work", etc rather than codes)
Donor	email_1_type	default, displayed if primary	Email 1 Type (ie, home, work, etc)		
Donor	email_1_email	default, displayed if primary	Email 1 Address		
Donor	email_1_isprimary	used by Gravyty only	Email 1 Is Primary or Preferred (Y or N)		
Donor	email_1_donotemail	default, displayed if primary	Email 1 Is Marked Do Not Contact (Y or N)		Include this field if you would like contact info displayed with the Do Not Contact designation, otherwise exclude contact info with Do Not Contact = Y
Donor	email_2_type	default, displayed if primary	Email 2 Type (i.e. home, work, etc)		Please provide full names of types ("home", "work", etc rather than codes)
Donor	email_2_email	default, displayed if primary	Email 2 Address		
Donor	email_2_isprimary	used by Gravyty only	Email 2 Is Primary or Preferred (Y or N)		You are welcome to continue adding valid email addresses (using the above format).
Donor	email_2_donotemail	default, displayed if primary	Email 2 Is Marked Do Not Contact (Y or N)		Include this field if you would like contact info displayed with the Do Not Contact designation, otherwise exclude contact info with Do Not Contact = Y
Donor	phone_1_type	default, displayed if primary	Phone 1 Type (i.e. home, work, etc)		
Donor	phone_1_phone	default, displayed if primary	Phone 1 Number		
Donor	phone_1_isprimary	used by Gravyty only	Phone 1 Is Primary or Preferred		
Donor	phone_1_donotcall	default, displayed if primary	Phone 1 Is Marked Do Not Contact (Y or N)		Include this field if you would like contact info displayed with the Do Not Contact designation, otherwise exclude contact info with Do Not Contact = Y
Donor	phone_2_type	default, displayed if primary	Phone 2 Type(i.e. home, work, etc)		
Donor	phone_2_phone	default, displayed if primary	Phone 2 Number		
Donor	phone_2_isprimary	used by Gravyty only	Phone 2 Is Primary or Preferred		You are welcome to continue adding valid phone numbers (using the above format).
Donor	phone_2_donotcall	default, displayed if primary	Phone 2 Is Marked Do Not Contact (Y or N)		Include this field if you would like contact info displayed with the Do Not Contact designation, otherwise exclude contact info with Do Not Contact = Y
Donor	linkedin	default	LinkedIn (URL)		
Donor	facebook	default	Facebook (URL)		
Donor	twitter	default	Twitter (URL)		If you do not have social media URLs captured in your database, Gravyty will link to social media accounts based on the email address you provide with 80% confidence interval)
Donor	birthday	default	Birthdate		
Donor	company_name	default	Employer (the company a constituent currently works for)		
Donor	jobtitle	default	Job Title (for the above Company)		
Donor	capacity_min	used by Gravyty only	Gift Capacity Minimum (numerical or dollar amount)		
Donor	capacity_max	used by Gravyty only	Gift Capacity Maximum (numerical or dollar amount)		
Donor	affiliation	used by Gravyty only	Constituent Code (i.e. alum, friend, parent)		
Donor	portfolio_management_step	default	Donor Status or Donor Stage (i.e. discovery, cultivation, solicitation, stewardship)		
Donor	lifetime_giving	default	Lifetime Giving OR Lifetime Commitments		Please let us know if this total includes soft credits, matching gifts, pledges, and/or bequests.
Donor	gift_count	default	Number of gifts or commitments		
Donor	CUSTOM FIELDS	default	[Custom Field Name] Any additional data that fundraisers would like for reference. Custom Field data is not used in algorithms		
Donor	CUSTOM FIELDS	default	^		
Donor	CUSTOM FIELDS	default	^		
Action	donor_crm_id	used by Gravyty only (corresponding	Constituent ID		
Action	crm_id	used by Gravyty only	Interaction ID (the unique record ID of the interaction)		
Action	fundraiser_crm_id	used by Gravyty only (corresponding	Fundraiser ID (which staff member had this interaction with the donor)		The staff member to whom this activity is credited. It does not have to be the same person as the gift officer currently assigned.
Action	date	default	Interaction Date		
Action	action_type	default	Interaction Type (i.e. phone call, meeting, email, etc.)		Please provide full names of types ("visit", "email", etc rather than codes)
Action	action_summary	default	Short description of the interaction		Please provide full names of types ("visit", "email", etc rather than codes)
Action	contact_report	default	Contact Report (i.e. notes from the phone call, meeting, email text, etc)		
Transaction	donor_crm_id	used by Gravyty only	Constituent ID		
Transaction	crm_id	used by Gravyty only	Gift ID (the unique record ID of the transaction - each transaction must have a Gift ID)		
Transaction	pledge_id	used by Gravyty only	Pledge ID (populate only for Pledge Payments; the ID number of the original pledge Gift ID must match on all associated payments)		
Transaction	date	default	Gift Date		
Transaction	amount	default	Gift Amount		
Transaction	transaction_type	default	Gift Type (i.e gift, pledge, pledge payment, stock, etc.)		Please provide full names of types ("pledge", "soft credit", "pledge payment", etc rather than codes)
Transaction	connect_fund_name	used by Gravyty only	Connect Gift Identifier (used to identify qualifying stewardship gifts for Connect, donors can be unassigned)		
Transaction	purpose	default	Gift Purpose (the gift fund or designation)		