4TMs

How to quickly add your pax names and numbers to your iPhone

Applies to: Mac

> These instruction apply for users with a Mac, Excel and an iPhone.
>
> If you have a PC you can use Excel to create the vCard file and then email the vCard file to your iPhone. You can then open the vCard on your iPhone and it should add the contacts to your iPhone [untested].
>
> If you have a non iPhone you might be able to add the contacts to you phone by emailing the vCard file to your phone and then opening it [untested]. Let me know if it works.

1. Go to the 4TMs.uk website

2. Download the **vCard File** and the **Excel File**

    here. Read the Instructions.pdf file below.

    Download vCard File
    Download Excel File
    Click here to read the Instructions
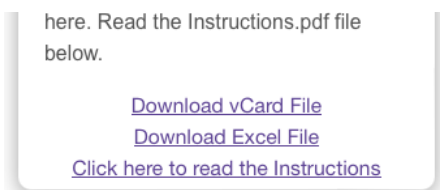
3. Click on the **Go to 4TMs Convert** button

    save?

    Go to 4TMs Convert

4. Ensure that you have downloaded your **TM Client Details** file from TMportal

    4TMsConvert
    robert@downe.net
    Robert Herd, TM, Donor, Subscriber
    Convert GRJ client details

    Choose File

    Choose your GRJ client details file

    Download a client list from tmPortal from one of your up-coming tours. Tap on the Choose button above. Choose your GRJ client details file from your device. The file will be opened and converted. If you do not yet have a client list then you can get a test file by tapping on the button below.

    PDF

    Download Test File

5. Click on the **Choose File** button and locate and open your **TM Client Details** file

    Choose File

6. The file will be converted and the screen will change to the download options
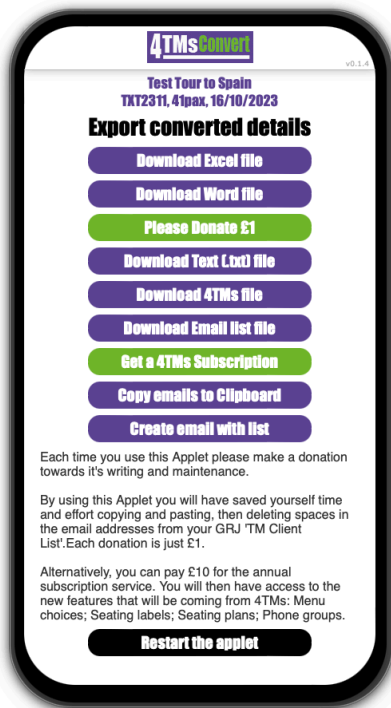

7. Click on the **Download Excel file** button

8. Open the Excel File that you have just downloaded and click in the box to the left of the column letters and above the row numbers. In the picture below there is a green triangle where you click. This will select all the cells in the spreadsheet. Or do **Select All** [*command + A*]

9. **Copy** the cells [*command + C*]

10. Open the **4TMsvCardCreator.v1.xlsx** file that you downloaded from the 4TMs.uk website and click in cell **A1**
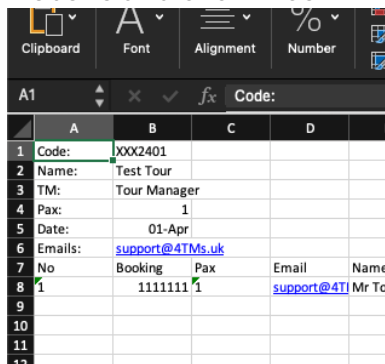
11. **Paste** the cells that you copied [*command + V*]

12. Move to the second sheet of the Workbook by clicking on **vCardCreator** at the bottom left.
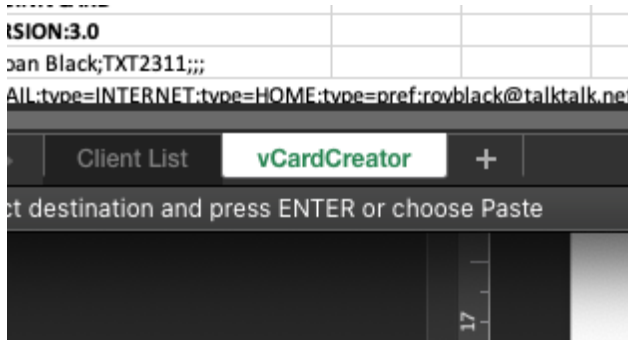
13. In the vCardCreator sheet select the text that appears in **column A.** The easiest way to do this is to click in the first cell and then scroll down to the last cell with text, and then hold the shift key down and click in that last cell.


14. **Copy** the cells [*command + C*]

15. Right-click [if you use a trackpad not a nouse then click with two fingers] on the **4TMsvCardCreator.v1.vcf** file that you downloaded from the 4TMs.uk website and choose **Open with** ... **TextEdit**.
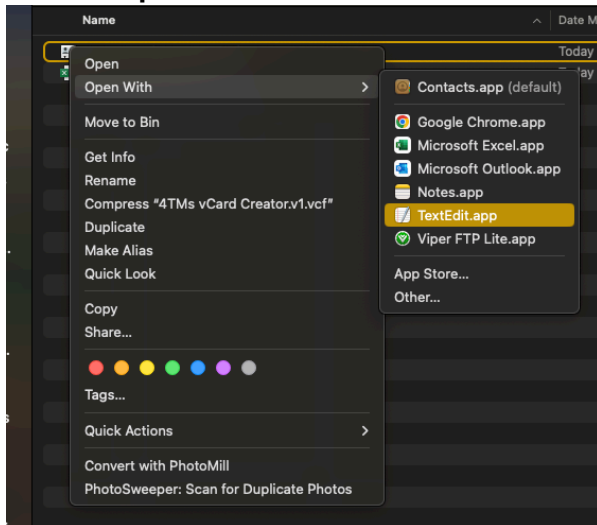
15. **Paste** the text that you just copied from Excel [*command + V*]

16. Close the **4TMsvCardCreator.v1.vcf** file.

17. Now double-click the **4TMsvCardCreator.v1.vcf** file. It will automatically open the Contacts application on your Mac and ask you if you want to add the cards (contacts).
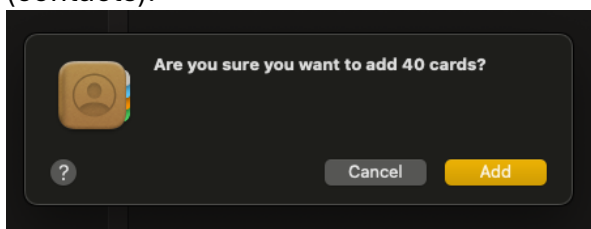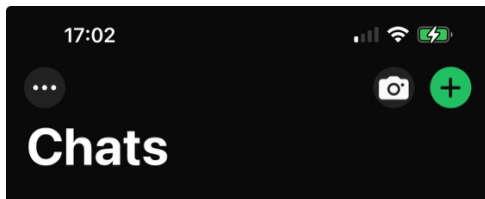

18. Click Add. The client details will now be added to your Contacts. They should automatically add to your iPhone. You will see that the names are added with the tour code as the forename. This allows for easy sorting, finding and deleting.
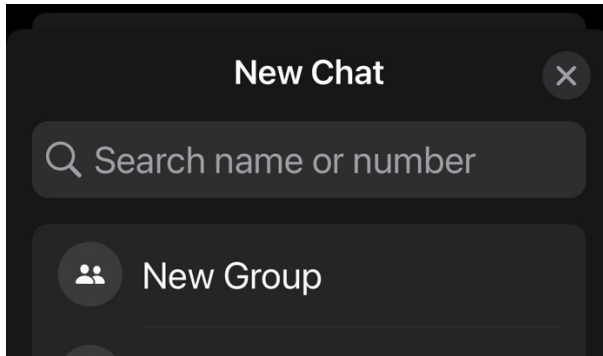

You may need to sort by first name to see them grouped together [using Settings].
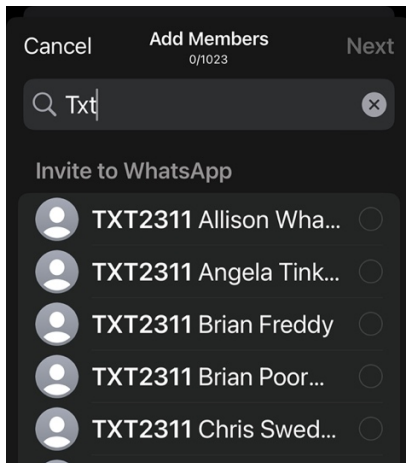
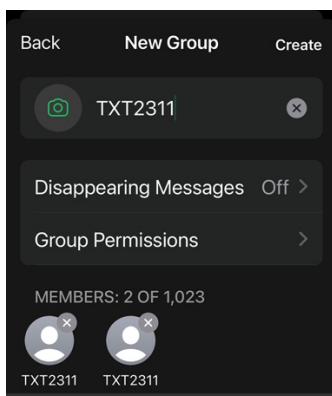19.   In WhatsApp on the phone tap the **+** button

20.   Click on the **New Group** button

21.   Start typing the tour code and the contacts you have just added will appear.

22.   Click **Next** and name your **WhatsApp** group

23.   Click **Create**