



## Retrieve and Import Forum Attendee Data

Law School Admission Council (LSAC) sponsors recruitment forums in various US cities and Canada. Representatives from schools meet with potential applicants and collect the LSAC account numbers of those individuals. The account numbers can be used to import information about the potential applicants into your ACES<sup>2</sup> database. You can send out marketing materials to the forum attendees and track whether or not a person submitted an application once their information has been imported.

1. From the Search tab, select **CRS Queries**, or select **CRS Queries** in the Search section of the home page.

The screenshot shows a navigation menu with two tabs: 'SEARCH' and 'REPORTS'. Under 'SEARCH', there is a list of options: Prospects, Applicants, Reviewers, Recruit Events, CRS Queries (highlighted), and Untransmitted Eapps. A secondary search panel on the right also lists these options, with 'CRS Queries' highlighted in yellow.

2. On the Candidate Referral Service Search By page, select **Add** to add a new query.

The screenshot shows a form titled 'Candidate Referral Service Search By'. It contains several input fields: 'User Name' (dropdown), 'Description' (text), 'Completed Dates' (dropdown), 'To' (dropdown), and 'Query ID' (text). There are also checkboxes for 'Pool' (JD, JD Forum) and 'Type' (Templates, Counts, Submitted Queries, Scheduled Queries). At the bottom right, there are three buttons: 'Search' (blue), 'Clear' (blue), and 'Add' (green and highlighted).

3. Select the desired forum from the drop-down menu.

The screenshot shows a 'Pool Selection' form. It has a section for 'JD CRS Pool' with several checkboxes: 'New CAS candidates', 'Older CAS candidates with a recent LSAT registration', 'Older LSAT-only candidates with other recent activity', 'New LSAT-only candidates', 'Older LSAT-only candidates with a recent LSAT registration', 'Older other CRS candidates with other recent activity', 'Other new CRS candidates', and 'Older CAS candidates with other recent activity'. Below this is an 'OR' separator. At the bottom, there is a 'Forum Pool' dropdown menu with 'Washington, DC' selected. There are 'Save' and 'Cancel' buttons at the bottom right.

4. Select one or both of the following options:
  - **Attended**
  - **Did Not Attend**
5. Save your selections to continue building the forum query.

**Main**

**Pool Selection**

JD CRS Pool: [JD CRS Pool Help](#)

New CAS candidates   
  Older CAS candidates with a recent LSAT registration   
  Older LSAT-only candidates with other recent activity  
 New LSAT-only candidates   
  Older LSAT-only candidates with a recent LSAT registration   
  Older other CRS candidates with other recent activity  
 Other new CRS candidates   
  Older CAS candidates with other recent activity

OR

Forum Pool: Washington, DC  Attended  Did Not Attend

**Save** **Cancel**

6. Select the pencil to edit the Targeted Prospect Input section.

**Targeted Prospect Input**

Exclude these prospects from the query

Enter prospects here:

**Choose File** No file chosen

7. You can manually enter LSAC account numbers, or upload a file containing the account numbers, then select **Save**.

- The LSAC account number must be manually entered without “L.”

**Targeted Prospect Input**

Exclude these prospects from the query

Enter prospects here:

**Remove Item** **Clear Data Entry**

Prospect Count:2

**Choose File** No file chosen

**Save** **Cancel**

8. Select the pencil to edit the Output section.

9. To import the file into ACES<sup>2</sup> Prospects, select the appropriate checkbox.

- Select a Recruiting Event Code.
- Select the **Update** radio button to update the date of the recruit event with the current date if the recruit event is already associated with an existing prospect record. Select the **Add** radio button to retain the prior recruit event and add another entry for the recruit event on an existing prospect record.

10. Select **Always Match**.

11. To download/retrieve an output file, select an Output Format and specify “delimited” or “fixed.”

- Selecting an Output Format option produces a file to download from ACES<sup>2</sup>. This file can be imported into another university system or saved on a local drive for future use.

12. Enter a description and select **Save**.

13. Select **Submit**.

14. A report summary window appears to confirm that the query was successfully submitted.