MyTradie

A CLEARER RECORD OF WORK.

Historical jobs and teams

Launch edition | Prepare before registration opens

Enter the principal licence number in the launch checker. The downloadable fictional sample uses 100002.

Prepare your file

1. Download the current template and keep all thirteen headings unchanged.

2. Start each job with a principal row. Put its member rows immediately below it.

3. Use one principal business per file. Repeat the same job details on member rows.

4. Export UTF-8 CSV. Keep dates and licence numbers as Text in Excel so YYYY-MM-DD and leading zeros survive.

5. Maximum 500 rows including members, 1 MB, and 500 characters per field.

Principal first, then members

Every job starts with one principal row. List its member rows immediately below it, repeating the job details exactly. The next principal row starts a new job. One business is the principal throughout the file.

Example:
JOB-001 principal Example Principal Carpentry (100002)
JOB-001 member Example Joinery (100003)
JOB-002 principal Example Principal Carpentry (100002)

Keep dates and licences intact

Use start_date and completed_date in YYYY-MM-DD format. Same-day jobs are valid. Neither date may be in the future. In Excel, keep these columns and licence numbers as Text; check the exported CSV before selecting it.

Column reference 1 / 2

Keep all thirteen headings unchanged. Member rows repeat the job fields.

job_reference

Required job identifier. Repeat only for members immediately below that job's principal row.

record_role

Required principal or member. Each job starts with exactly one principal.

business_name

Required business name for the tradie on this row.

jurisdiction

Required issuing state or territory, e.g. QLD.

authority_id

Required regulator code matching jurisdiction, e.g. qld-qbcc. Use the on-page authority catalogue.

licence_number

Required exact licence for this row. Principal must match the selected or registered licence. Keep leading zeros.

tradie_email

Required for members; optional for principal. Supply an authorised business contact for the proposed invitation.

Column reference 2 / 2

Keep all thirteen headings unchanged. Member rows repeat the job fields.

work_category

Required published MyTradie category describing the job, not licence permissions. Repeat principal's value on members.

start_date

Required actual job start date, YYYY-MM-DD. Not future or after completed_date. Replaces start_time.

completed_date

Required actual job completion date, YYYY-MM-DD. Not future. Same-day work is valid.

work_summary

Required factual job description. Repeat the principal's value on members; avoid unnecessary personal data.

invoice_reference

Required reference unique to the job. Repeat on member rows; retain the invoice separately.

customer_email

Optional authorised customer contact. Repeat principal's value on members. Missing email prompts a warning.

Team preview and next steps

Checking a file does not verify attendance, identity or team membership.

What you will see

After successful validation, the launch checker shows one sample customer email. When member rows exist, it also shows the proposed team tree and one sample team invitation. No emails are sent and no history is stored.

Membership and access

The principal manages the engagement. Each member remains a proposed participant until their licence claim is verified and both parties agree to membership and dates. Job dates do not prove continuous employment between jobs. A member does not gain edit access to the principal engagement.

Registered development import

Explicitly saving valid history stores one job with multiple licence-linked participants in the isolated test database. Team proposals and invitation drafts are saved for review. Delivery is held: this development import sends no invitations. Test resets may erase records. Keep your original CSV.

Checks and verification

The checker rejects invalid dates, mismatched state and authority codes, duplicate principal job references, repeated members within a job, and inconsistent job details. Unsorted completion dates and missing customer email prompt review. History remains private, reconstructed and unverified; this process does not change the TAD.

Before you submit

Supply contact details only where authorised. Use factual work descriptions. Do not include ratings, opinions, verification claims, unnecessary personal information or formula-like values. Update your file as more jobs finish and recheck it.