

Member List

Download an excel copy of your registered members

This Tutorial will show you how you can download an excel copy of your current or previously registered members.

1. Select **'Reporting'** and then **Club member summary** from the bottom of the left hand menu.
2. Scroll to the bottom of the page and **select from the drop down** box which membership year you would like your list of members from.
3. I'm going to export a list of members from the previous year. At this point you could also choose the current membership year to view a list of all current members.
4. **Select 'Export'**.
5. **Select 'Open'** to view the excel document or alternatively 'Save' if you wish to save the document to your computer. I'm going to save the document to the desktop so I have a full list of all the members and their details from last year to refer to.
6. **Select 'Open'** to view the document.

With the use of excel you can manipulate the data for other purposes.

You have now successfully downloaded an excel version of your member list.