

Creating an Export Template

Last Modified on 14/09/2016 4:39 pm AEST

Quick Steps: Members > Export > Export Templates > Add

Exporting your data enables you to pull your members' information into an Excel Spreadsheet. When exporting you can choose to export all the fields in the Members Listing (which would include the basic contact information, as well as custom fields), or you can create an Export Template, which allows you to select which fields you would like to see in the export.

1. Within the Management Console, select **Members** from the top menu, then **Export** from the left menu.
2. Select **Export Templates** from the expanded left menu, and click **Add** at the top of the page.
3. Give your template a Title, then select all the fields that you want to include in the Export Template by clicking each available field to Yes or No.

STG SAMPLE - Club Logged in as: System Administrator [Log Off](#)

Home Website **Members** Subscriptions Shop Auctions TicketDesq Events Registrations Competitions Tools Administration SportsTG Noticeboard

Dashboard
Members Listing
Member Type
Member Groups
Member Qualifications
Distribution Lists
Send Email
Export
Single Member
All Members
Member Type
Member Group
Member Qualification
Member Query
Export Templates
Notes Export
Data Export
Duplicate Members Report
Query Builder
Registration Declarations
MemberDesq
Network Search
Member Transfers
Options

Export Template

General Custom Fields Reserved Seating

Title:

System Member ID: Yes No

Title: Yes No

First Name: Yes No

Initial: Yes No

Other Names: Yes No

Last Name: Yes No

Company Name: Yes No

Telephone: Yes No

Email Address: Yes No

Address: Yes No

Suburb: Yes No

State: Yes No

Postcode: Yes No

Country: Yes No

Address Option: Default Business Residential Postal Delivery Other

4. Once all fields are selected, click **Save**.

Note: Selecting Yes on any field will ensure that the field and any data within that field

will appear in any export you do using that Export Template

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