

Exporting Entrants

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Quick Steps: Events > Event Console > Entrants > Basic, Full or Template

1. Within the Management Console, select **Events** from the top menu, then **Event Console** next to the required event
2. Select **Entrants** from the expanded left menu, this will show you all your **Accepted Entrants**
3. You can then choose which of your Entrants you want to export by selecting the options at the top of the page. The entrants that are viewing in the list on the Entrants page are the ones that will be exported
4. Once you have the Entrants that you want to export viewing in the Entrants Listing, select one of the three buttons at the top of the page: **Basic, Full or Template**
Basic will export a list of your Entrants with their Entry Type and Contact Details
Full will export a list of your Entrants with all data collected on them within the Event including Entry Form Questions, Merchandise and Payment Method
Template will enable you to choose one of your Export Templates and export a list with this information (see [Events Export Templates](#))
5. Choose the date range fields that you would like to export, or leave blank to export

all entrants in the selected fields

6. Click **Basic, Full or Template** depending on your chosen preference

7. Open the file in Excel, and you have your export

Additional Information: In the lead up to your Event, you may need to create Start or Entry lists to help your on the day planning. Events enables you to export this information straight into Excel or your Spreadsheet Program, to organise and print these lists

The export will come out in a Zip file, allowing you to download and open in Excel. Open the containing file and this will give you the file to open

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