

# Exporting Entrants - Event Day

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## Quick Steps: Events > Event Console > Entrants > Event Day 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. Once you have the Entrants that you want to export viewing in the Entrants Listing, select the **Event Day Template** button

This will export all data fields the entrant has completed. It will *not* include Merchandise or Payment Information

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

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