

Exporting an Email Database

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Quick Steps: Tools > Email Databases > Export Database > Select Email Database and Record Category > Next > Export

There may be instances where an administrator may need to see the email recipients attached to the relevant email databases in their system. This can be achieved through the Export Database function.

1. Login to the console, and select **Tools**, then **Email Databases**
2. Select **Export Database**.
3. Select the relevant database to export and the **Record Category**

The screenshot shows the 'Export Database' interface. The page title is 'STG SAMPLE - Club'. The navigation menu includes Home, Website, Members, Subscriptions, Shop, Auctions, TicketDesq, Events, Registrations, Competitions, Tools (highlighted), and Administration. The left sidebar shows a menu with 'Export Database' selected. The main content area is titled 'Export Database' and contains two dropdown menus: 'Existing Email Databases:' with 'Event Database' selected, and 'Record Category:' with 'Current Records' selected. Below these are 'Previous' and 'Next' buttons.

4. Once selected, click **Next**, then **Export**
5. This will then export a listing of the relevant recipients in an Excel file.

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