How can I export a full list of my members and their information?
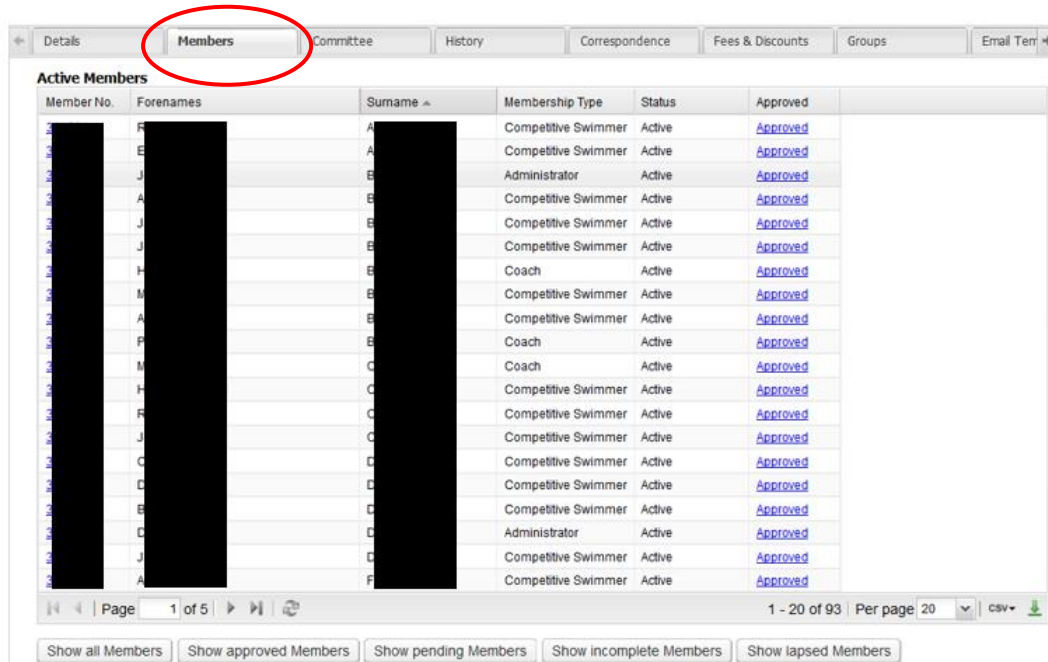
1

Click the Club tab and begin typing the name of your club. Select your club from the drop down list.

2

Click on the Members tab to display a list of your members. Only the Approved/Active (paid) members will be displayed by default.
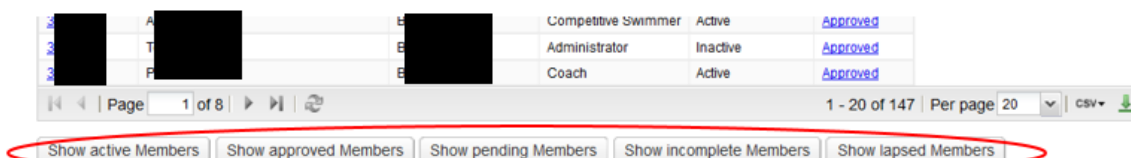

3

You can export the following lists of members from buttons at the bottom of the page:

- Active Members
- Approved Members only
- Pending Members only
- Incomplete Members only
- Lapsed Members

4

To export the members listing, hover over the bottom right-hand side of the table, to display the download options as below.

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⬇ Download this list as a CSV file
⬇ Download this list as an XLS file

Then select whether you would like to download the members listing as a CSV or XLS file. The download will begin shortly. You can open this spreadsheet in excel and view your members details.

The following fields will be automatically downloaded in the export:
- Membership Number
- First Name
- Last Name
- Address
- Addr2
- Addr3
- Suburb
- City
- Postcode
- Email Address
- Telephone Number
- Mobile Number
- Emergency Contact Name
- Emergency Contact Number
- DOB
- Age
- Gender
- Indicator
- Status Approved
- National Member Type
- Zonal Member Type
- Regional Member Type
- Club Member Type
- Meet Manager ID
- Club
- Region