

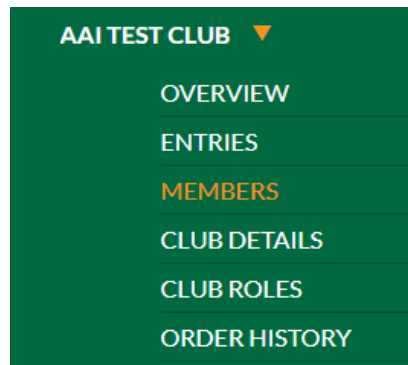
How to export registrations into a registration report:

This guide is for the club secretary or anyone that has a role within the club.

Your club name will appear in the side bar – in this case, it is 'AAI Test Club'.

Within 'AAI Test Club', click on '**Members**' – then click on '**Export**'.

For data protection reasons, members' details have been blanked out in the following screenshots.



MEMBERS

My Basket - 2 Items | €167.00

EXPORT CREATE A NEW MEMBER

Name: Number:

Register Filter: * All

SEARCH

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

REGISTER	NUMBER	SURNAME	FIRST NAME	AGE	ADDRESS	EDIT
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
registered: 23/01/18	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	Member	AAI Test	[REDACTED]	[REDACTED]	
registered: 19/12/17	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
registered: 19/12/17	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
registered: 19/12/17	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
registered: 19/12/17	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

A report will begin to download in Microsoft Excel format:

