

Event Data Export

Last Modified on 19/01/2024 10:30 am AEDT

If your organisation is processing registrations through the **Events** module, you can use an **Event Form Export** to report on data that has been collected through that specific event. This applies to both participant registrations and team registrations if the event allows team registrations.

To run an **Event Form Export**:

1. Open the **Events** menu and click **MANAGE EVENTS**

GAMEDAY								
	Dashboard							
OF.	My Organisation	•						
\$	Finances	•						
288	Members	•						
	Membership Forms	•						
	Products & Questions							
₹J÷	Promotions							
	Events	•						
Dashboard								
Ma	Manage Events							
Teams NEW								
Products & Questions								
Communications								
B	Reports							

2. Find the event you would like to export and click the **ACTIONS** arrow on the righthand side of the listing

Events Help											
Events	Event T	emplates	Shared Event Te	mplates Event Partici	pant ID Management	Event [Display Template	ECAL Widgets	>		
Create New	Event	Create New Ever	t from Template		All Event Types	- All Catego	ories 🔻 🛛 Act	ive	Ö		
Event Name	\$	Event Type	Event Category	Event Date(s) 🗢	Venue	# Products	Event Status	Registrations	Action(s)		
GameDay Ba Carnival	sketball	Event Entry	Sport	1 May 2023 12:00 am (AEST) - 2023 12:00 am (AEST)	30 Jun GameDay HQ	6	Active	Closed (1 May 2023 12:00 am (AEST) - 31 Dec 2023 12:00 am (AEDT))	Edit 🗸		

3. Click EXPORT PARTICIPANT/TEAM DATA TO CSV



This will begin downloading a CSV export file that you can open in Excel, including all entrants that have registered for the event, and a full list of responses they provided through the registration process.

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