# How do I export a member list?

24/04/2025 4:47 pm AEST

### Overview

GameDay allows administrators to quickly and easily export a list of members into a CSV file.

### Step-by-Step

#### Step 1: Navigate to your member list

On the left-hand menu, open the Members menu, then click MANAGE MEMBERS



#### Step 2: Select your member tab

Select the tab of members that you want to export

G	Create +	Q Search							<b>(</b>	?	ŧ.	Silverwood S	ports Assoc	State	RS
	Members <sup>®</sup>														
\$	Profile List By Product By Add-on Products By Member Type By Member Organisation By Season By Financial Status Pendi										ing >				
288 Eff	Create New	/ Member					All Gende	ərs at Birth 🗸 🛛 🗸 All Gi	ender Identities	~	<b>Q</b> Sea	arch		¢ ±	
0	Photo Na	ime ¢	First Name ≎	Last Name ≎	Gender at Birth	Gender Identity	Date of Birth ≎	Address							×
€7;-	Aa	ron Johnson	Aaron	Johnson	Male	Male	01/06/2016	165 Cremorne Street, C	Cremorne, Victor	ia, 3121, A	ustralia			View	Feedbac
<u></u>	Ad	lam Bates	Adam	Bates	Male	Male	01/06/2006	Melbourne Cricket Grou	und Brunton Ave	nue, Rich	imond, V	ictoria, 3002, /	Australia	View	
œ	Aic	den Ormond	Aiden	Ormond	Male		01/08/2010							View	
Ô	Ala	an White	Alan	White	Male	Male	01/09/2000							View	

### Step 3: Export your data

In the top right-hand corner of the page, click the **Export** icon

G	Create + C	Search					<b>(</b>	🖨 🕐 🗳	Silverwood Sports Ass	State RS
	Members <sup>0</sup>								Membe	er Profile Portal
\$	Profile List	By Product	By Add-	on Product	s By Member Type	By M	ember Organisation By Seas	on By Fina	ancial Status Pe	nding >
228 E	Create New Me	ember				All Gende	ers at Birth \vee 🗌 All Gender Identit	ies 🗸 🔍 Se	earch	¢ 🛨
	Photo Name	≎ First Name	Last Name \$	Gender at Birth	Gender Identity	Date of Birth ≎	Address			×
€};	Aaror	Johnson Aaron	Johnson	Male	Male	01/06/2016	165 Cremorne Street, Cremorne, Vio	storia, 3121, Australi	а	Feedbac New
0 Q	Adam	Bates Adam	Bates	Male	Male	01/06/2006	Melbourne Cricket Ground Brunton	Avenue, Richmond,	Victoria, 3002, Australia	View
Ø	Aiden	Ormond Aiden	Ormond	Male		01/08/2010				View
Ô		Vhite Alan	White	Male	Male	01/09/2000				View
	April	Jones April	Jones	Female	Non-binary/gender fluid	09/04/2008				View
	Azale	a Tanoak Azalea	Tanoak	Female	Prefer not to say	11/07/1978				View ?
401	Bella	Rossi Bella	Rossi	Female	Female	12/04/2018	AAMI Park Olympic Boulevard, Melb	ourne, Victoria, 300	4, Australia	View

#### Step 4: Download your export

Your export can then be downloaded from the Notifications widget at the top of your screen.

G	Create +	Q Search						(a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c	Silverwood Sports Asso	State RS
	Members	0					ſ	Notifications Product Updates	Member	Profile Portal
\$	Profile Lis	st By Pro	duct	By Add-o	n Products	s By Member Type	e By I	2025-04-24 04:42 pm You have 1 new notifications.View All	ncial Status Pend	ling >
888 Ef	Create Ne	ew Member					All Gende	rs at Birth v All Gender Identities v Q	Search	¢ ±
D	Photo I	Name 🗘	First Name ≎	Last Name ≎	Gender at Birth	Gender Identity	Date of Birth ≎	Address		×
₩ 1		Aaron Johnson	Aaron	Johnson	Male	Male	01/06/2016	165 Cremorne Street, Cremorne, Victoria, 3121, Austra	lia	View weiv
6		Adam Bates	Adam	Bates	Male	Male	01/06/2006	Melbourne Cricket Ground Brunton Avenue, Richmond	I, Victoria, 3002, Australia	View
Ø	the second s	Aiden Ormond	Aiden	Ormond	Male		01/08/2010			View
Ô		Alan White	Alan	White	Male	Male	01/09/2000			View
		April Jones	April	Jones	Female	Non-binary/gender fluid	09/04/2008			View
	$\approx$	Azalea Tanoak	Azalea	Tanoak	Female	Prefer not to say	11/07/1978			View ?
		Bella Rossi	Bella	Rossi	Female	Female	12/04/2018	AAMI Park Olympic Boulevard, Melbourne, Victoria, 30	104, Australia	View

## Watch

Your browser does not support HTML5 video.