

How do I export a member list?

24/04/2025 4:47 pm AEST

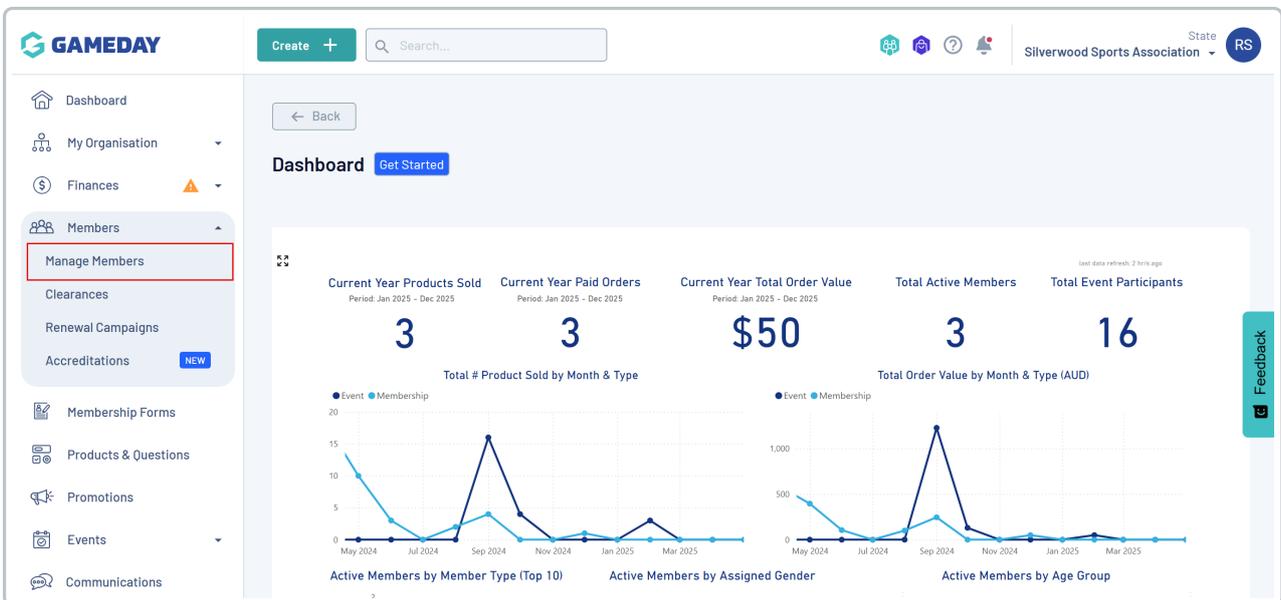
Overview

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

Members

Member Profile Portal

Profile List | By Product | By Add-on Products | By Member Type | By Member Organisation | By Season | By Financial Status | Pending

Create New Member

All Genders at Birth | All Gender Identities | Search...

Photo	Name	First Name	Last Name	Gender at Birth	Gender Identity	Date of Birth	Address	View
	Aaron Johnson	Aaron	Johnson	Male	Male	01/06/2016	165 Cremorne Street, Cremorne, Victoria, 3121, Australia	View
	Adam Bates	Adam	Bates	Male	Male	01/06/2006	Melbourne Cricket Ground Brunton Avenue, Richmond, Victoria, 3002, Australia	View
	Aiden Ormond	Aiden	Ormond	Male		01/08/2010		View
	Alan 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

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	Aiden Ormond	Aiden	Ormond	Male		01/08/2010		View
	Alan White	Alan	White	Male	Male	01/09/2000		View
	April Jones	April	Jones	Female	Non-binary/gender fluid	09/04/2008		View
	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, 3004, Australia	View

Step 4: Download your export

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

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Feedback

Watch

Your browser does not support HTML5 video.

