



## Full Membership Form Data Export to CSV

Last Modified on 06/05/2021 5:10 pm AEST

Admins have the ability to export all data collected via a registration form whether this is a Membership or Event form.

From this export (into an excel/csv) you can determine which members/participants have completed that form, the questions they filled out and related order information.

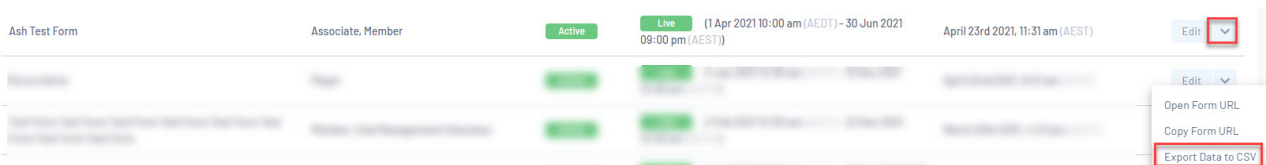
More information related to this export:

- at least one member/participant needs to have completed an order via the form otherwise it will return no data
- form data will only be returned for an organisation running this report if data has been collected via the form link generated by that organisation
- each form has to be exported separately - multiple forms cannot be exported in bulk
- TRUE means a checkbox has been selected and FALSE means a checkbox remained unselected
- committed refers to *Unpaid* orders
- for document upload questions, if a document has been uploaded the column will display *YES*, if not uploaded it will display *NO*
- previously deleted questions and products will still be exported

form_name	first_name	last_name	dob	email	mobile	user_file	Associate	Family - C	Family - P	Family - S	Player	Open Reg	Expin	Reg	Expin	Registrati	Which Ch	order_id	order_dat	order_sta	order_e	order_amount
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Rory's Me Jade	jmaxwell				6.14E+10	350988	FALSE	FALSE	FALSE	FALSE	TRUE	1						808224	#####	Committe	jmaxwell	60
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### HOW TO EXPORT DATA FOR MEMBERSHIP FORMS

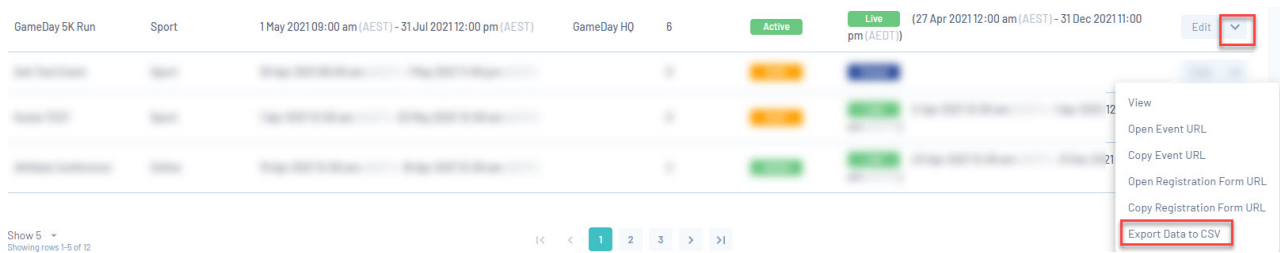
1. Log into your organisation
2. Go to PRODUCTS & FORMS
3. Click the drop down arrow against the relevant form and click **EXPORT DATA TO CSV**



4. Once downloaded this export will appear in your downloads folder on your device with the form name and date as the filename

## **HOW TO EXPORT DATA FOR EVENT FORMS**

1. Log into your organisation
2. Click the drop down arrow against EVENTS and select **MANAGE EVENTS**
3. Click the drop down arrow against the registration form and click **EXPORT DATA TO CSV**



4. Once downloaded this export will appear in your downloads folder on your device with the form name and date as the filename

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