How do I export my organisation's settlement information?

05/08/2025 9:48 am AES

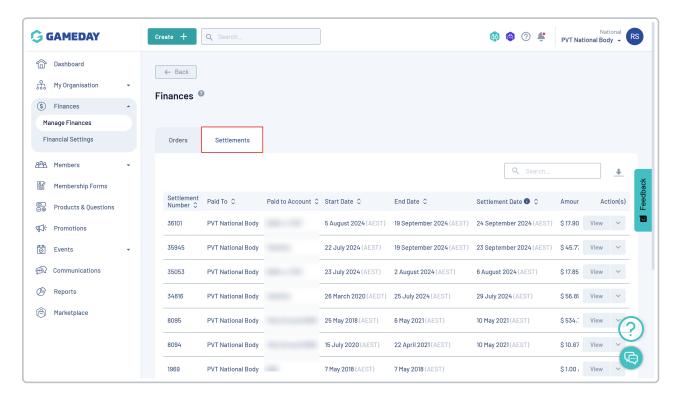
Overview

Through GameDay's Finances module, administrators can export their **Settlements** to a CSV file to assist with breaking down and analysing settlement information.

Step-by-Step

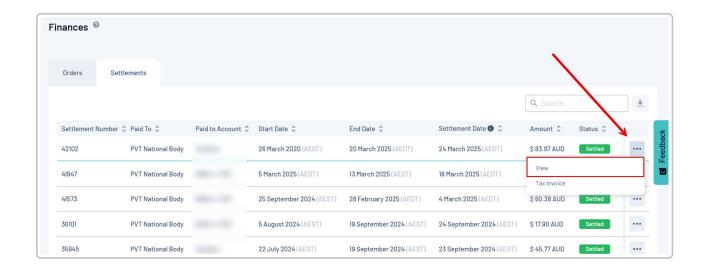
Step 1: Open your Settlement list

In the left-hand menu, expand the Finances menu, then select Manage Finances > SETTLEMENTS



Step 2: View a settlement

Find the settlement you want to export and click VIEW



Step 3: Export the settlement

At the top of the itemised table, click the **Download** icon. Your download will then appear in the **Notifications** widget at the top of the page

