



How do I export registration data for a Membership Form?

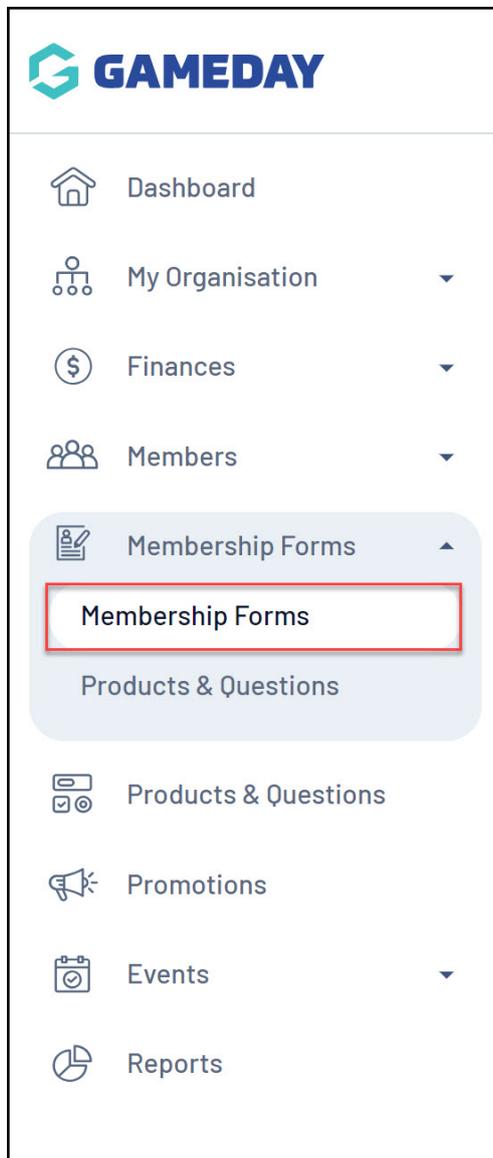
Last Modified on 15/01/2024 10:58 am AEDT

GameDay administrators using Membership Forms to collect registrations have the ability to export to CSV all data collected through a specific form.

From this export, you can determine which members have completed the form, the questions they answered, related order information, and more.

To export a Membership Form's registration data:

1. In the left-hand menu, click **Membership Forms > MEMBERSHIP FORMS**



2. Find the relevant Membership Form, then expand the **ACTIONS** arrow on the right-

hand side of the list

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Create New Form

Active | Type to search

Form Name	Member Types	Status	Registrations	Last Modified Date	Action(s)
2024 Membership	Player, Coach, Volunteer	Active	Live (1 Sep 2023 12:00 am (AEST) - 31 Dec 2023 12:00 am (AEDT))	November 2nd 2023, 11:27 am (AEDT)	Edit ▼
2023/24 Membership Form	Player, Volunteer, Club Member, Trial Member, Under 10, Under 11, Under 13, Under 14, Under 15, Under 17, Student	Active	Live (1 Aug 2023 12:00 am (AEST) - 31 Dec 2023 12:00 am (AEDT))	November 2nd 2023, 11:22 am (AEDT)	Edit ▼

3. Click **EXPORT DATA TO CSV**

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Create New Form

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Form Name	Member Types	Status	Registrations	Last Modified Date	Action(s)
2024 Membership	Player, Coach, Volunteer	Active	Live (1 Sep 2023 12:00 am (AEST) - 31 Dec 2023 12:00 am (AEDT))	November 2nd 2023, 11:27 am (AEDT)	Open Form URL Copy Form URL Generate QR Code Export Data to CSV Edit ▼
2023/24 Membership Form	Player, Volunteer, Club Member, Trial Member, Under 10, Under 11, Under 13, Under 14, Under 15, Under 17, Student	Active	Live (1 Aug 2023 12:00 am (AEST) - 31 Dec 2023 12:00 am (AEDT))	November 2nd 2023, 11:22 am (AEDT)	Edit ▼

4. Your download will then be queued and will appear in the **NOTIFICATIONS** widget when it is ready to download

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Success: Your request has been successful

5. Click the CSV file link to open the file in Excel

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[2024 Membership.csv](#)
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