



GAMEDAY

How do I export an event's participant data?

Last Modified on 18/04/2024 9:47 am AEST

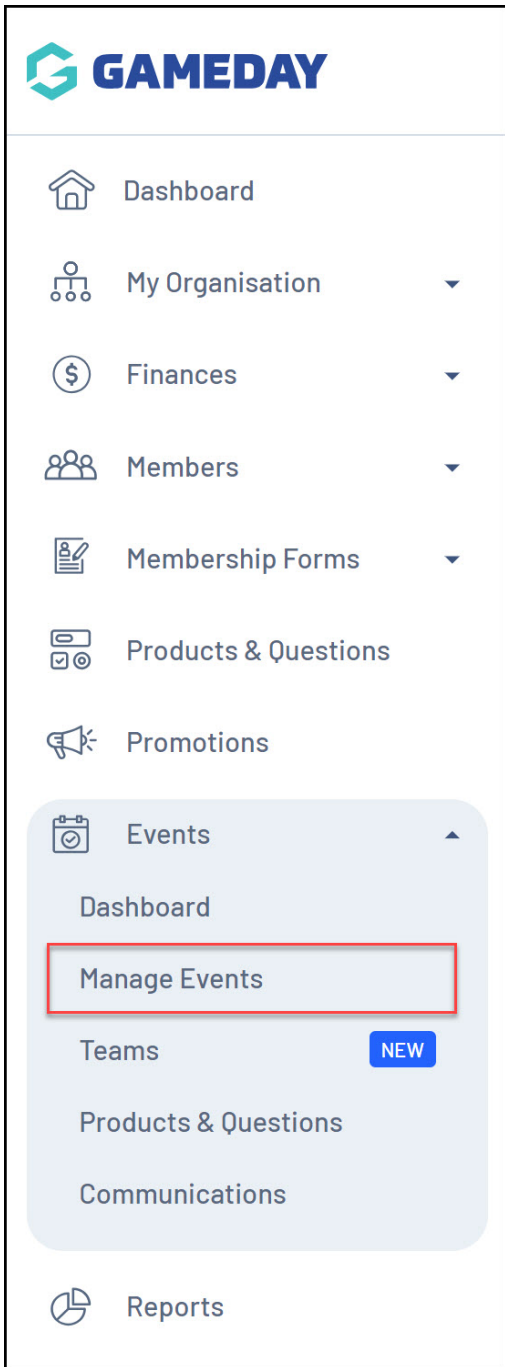
GameDay administrators using the Events module to collect registrations have the ability to export to CSV all data collected through a specific event form.

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

Export the Event Form Data

To export an Event Form's registration data:

1. In the left-hand menu, click **Events > MANAGE EVENTS**

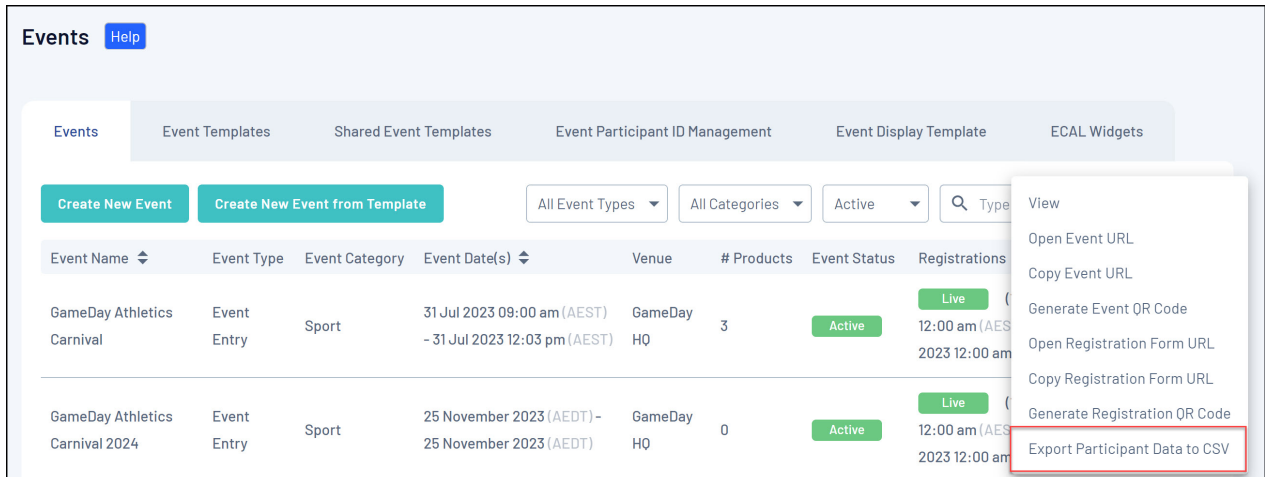


2. Find the relevant Event, then expand the **ACTIONS** arrow on the right-hand side of the list

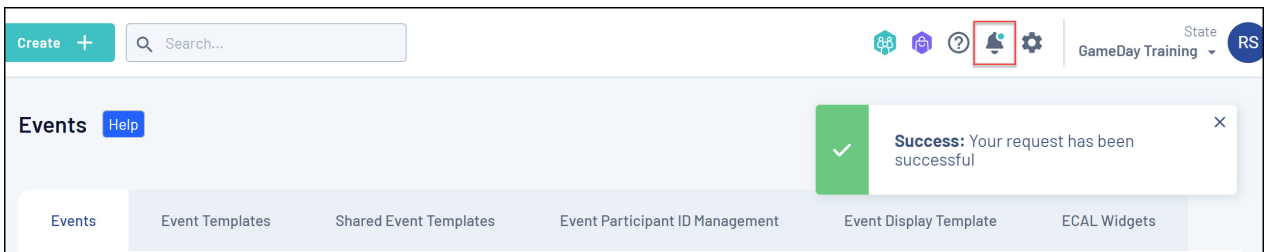
The image shows the Events management page. The 'Events' menu is expanded, and the 'GameDay Athletics Carnival' event is selected. The 'Actions' dropdown menu is expanded, and the 'Edit' option is highlighted with a red box.

Event Name	Event Type	Event Category	Event Date(s)	Venue	# Products	Event Status	Registrations	Action(s)
GameDay Athletics Carnival	Event	Sport	31 Jul 2023 09:00 am (AEST) - 31 Jul 2023 12:03 pm (AEST)	GameDay HQ	3	Active	Live (1 Jul 2023 12:00 am (AEST) - 31 Dec 2023 12:00 am (AEDT))	Edit

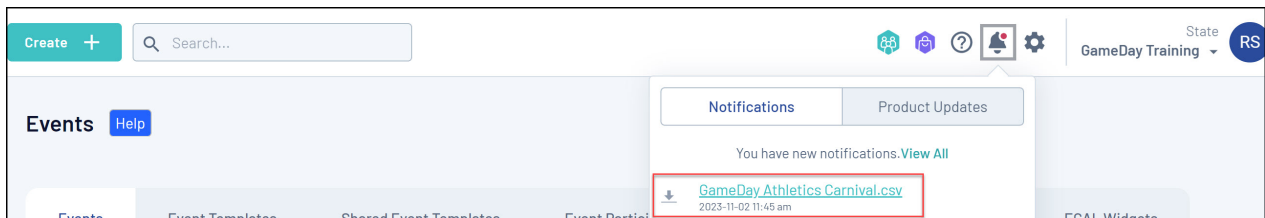
3. Click **EXPORT PARTICIPANT DATA TO CSV**



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



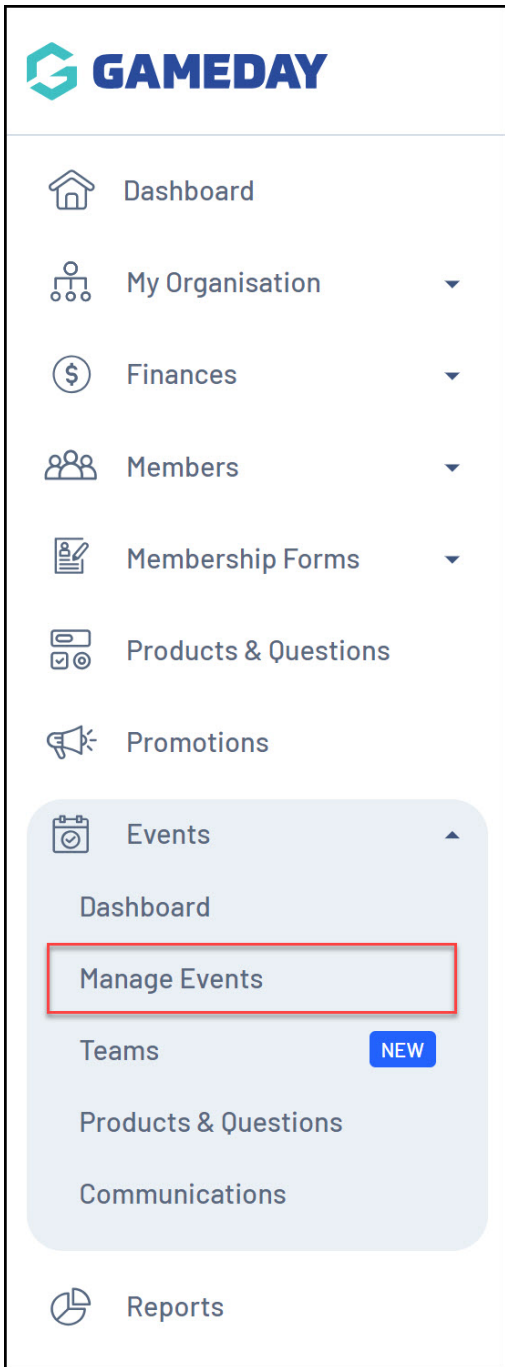
5. Click the CSV file link to open the file in Excel



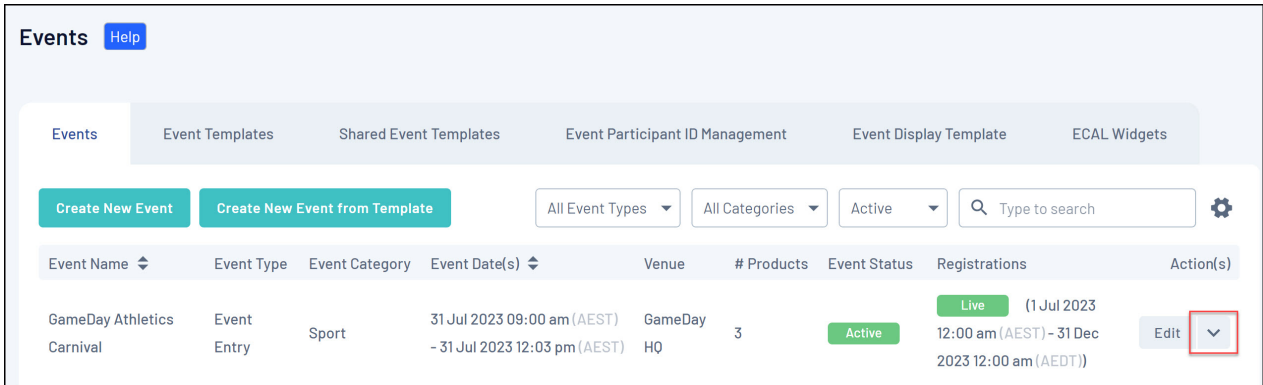
Export a List of Participants by Product

To export your Participants by Product list:

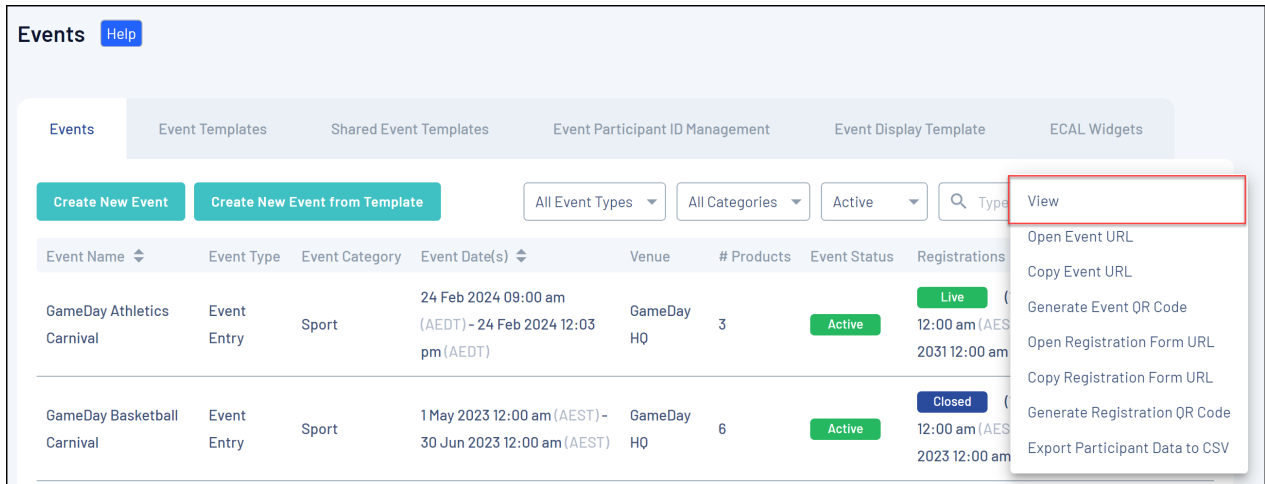
1. In the left-hand menu, click **Events > MANAGE EVENTS**



2. Find the relevant Event, then expand the **ACTIONS** arrow on the right-hand side of the list



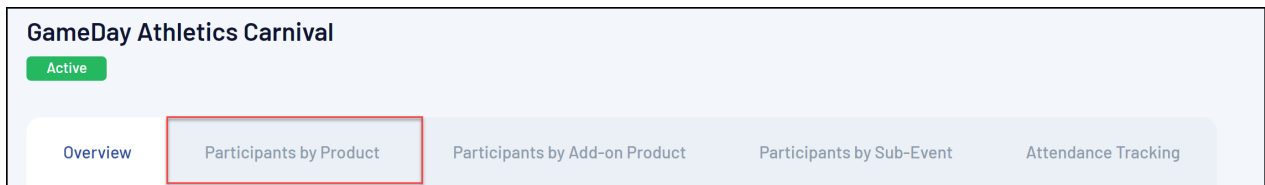
3. Click **VIEW**



The screenshot shows the 'Events' management page. At the top, there are tabs for 'Events', 'Event Templates', 'Shared Event Templates', 'Event Participant ID Management', 'Event Display Template', and 'ECAL Widgets'. Below the tabs are buttons for 'Create New Event' and 'Create New Event from Template', followed by filters for 'All Event Types', 'All Categories', and 'Active'. A search bar is also present. A table lists events with columns for Event Name, Event Type, Event Category, Event Date(s), Venue, # Products, Event Status, and Registrations. A 'View' dropdown menu is open over the first event, showing options: 'Open Event URL', 'Copy Event URL', 'Generate Event QR Code', 'Open Registration Form URL', 'Copy Registration Form URL', 'Generate Registration QR Code', and 'Export Participant Data to CSV'.

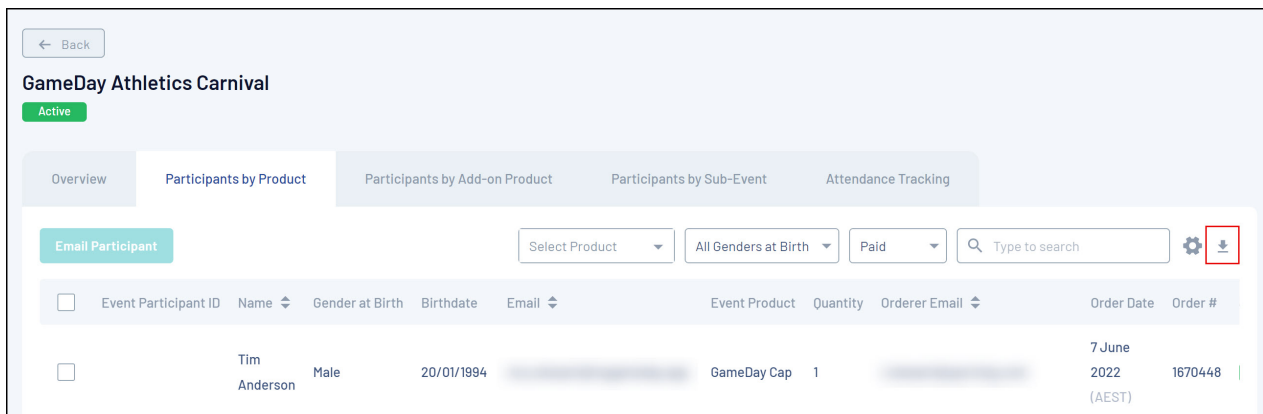
Event Name	Event Type	Event Category	Event Date(s)	Venue	# Products	Event Status	Registrations
GameDay Athletics Carnival	Event Entry	Sport	24 Feb 2024 09:00 am (AEDT) - 24 Feb 2024 12:03 pm (AEDT)	GameDay HQ	3	Active	Live (12:00 am (AEST) 2031 12:00 am (AEST))
GameDay Basketball Carnival	Event Entry	Sport	1 May 2023 12:00 am (AEST) - 30 Jun 2023 12:00 am (AEST)	GameDay HQ	6	Active	Closed (12:00 am (AEST) 2023 12:00 am (AEST))

4. Click the **PARTICIPANTS BY PRODUCT** tab



The screenshot shows the 'GameDay Athletics Carnival' page. At the top, there is a title and an 'Active' status. Below the title are several tabs: 'Overview', 'Participants by Product', 'Participants by Add-on Product', 'Participants by Sub-Event', and 'Attendance Tracking'. The 'Participants by Product' tab is highlighted with a red box.

5. At the top of the page, click the **Export** button



The screenshot shows the 'GameDay Athletics Carnival' page with the 'Participants by Product' tab selected. At the top, there is a 'Back' button. Below the title and 'Active' status are tabs for 'Overview', 'Participants by Product', 'Participants by Add-on Product', 'Participants by Sub-Event', and 'Attendance Tracking'. Below the tabs are buttons for 'Email Participant', 'Select Product', 'All Genders at Birth', 'Paid', and a search bar. A settings gear icon and a download icon (highlighted with a red box) are also present. Below these are columns for 'Event Participant ID', 'Name', 'Gender at Birth', 'Birthdate', 'Email', 'Event Product', 'Quantity', 'Orderer Email', 'Order Date', and 'Order #'. A row of data is visible for 'Tim Anderson'.

Event Participant ID	Name	Gender at Birth	Birthdate	Email	Event Product	Quantity	Orderer Email	Order Date	Order #
	Tim Anderson	Male	20/01/1994		GameDay Cap	1		7 June 2022 (AEST)	1670448

Your file will then be queued for download and you will be notified when it is ready to open

Related Articles