

# Member Exports

Last Modified on 06/27/2016 11:49 pm EDT

## Quick Steps: Members > Export

1. Select **Members** and then select **Export** from the left menu

2. Select the relevant option from the expanded blue menu:

**Single Member** enables you to select an individual from the membership database

**All Members** will export all members that match the filter selected from the membership database

**Member Types** will export members from the selected Member Type

**Member Group** will export members from the selected Member Group

**Member Qualification** will export members from the selected Member Qualification

**Member Query** will export members from the selected Member Query

4. Select the **Export Template**, **Member Status** and **Financial Status** filter you wish to use

5. Click **Next** and then **Export**

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