

# Exporting Qualifications

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## Quick Steps: Go to Members > Member Qualifications > Export

1. Within the Management Console, select **Members** from the top menu, then **Member Qualifications** from the left menu.

2. Click **Export** next to the qualification you wish to export.

This export will provide you with the members and information for that particular qualification only.

To export multiple qualifications or to use an an export template:

3. Select **Members** from the top menu, then **Export**

4. From the expanded menu, select **Member Qualification**

5. Choose the **Member Qualification** that you wish to export, and/or the **Export Template** that you wish to use

6. Filter on the relevant Member and Financial Statuses, then click **Next**.

7. Click **Export** to pull the list out into an Excel spreadsheet.

## Additional Information:

When exporting Member Qualifications, to ensure that the details associated with the qualifications also export create an Export Template that includes the qualifications fields that you require in your

export.

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