Exporting Entrants using a Query

Quick Steps: Go to **Events** > **Select Event** > **Entrants** > **Full or Template**

The query builder can be used in many ways by your organisation to run reports on your entrants. It enables you to sort your entrants based upon specialised criteria, defined by you.

Exporting Entrants using a Query:

1. Within the Management Console, select **EVENTS** from the top menu, then login to your event.

2. From the side menu select **ENTRANTS** and then click **FULL** or **TEMPLATE** depending on the type of export you wish to extract.

A full export will provide all registration details based on the entrants eligible using the query selected.

A template export will provide only the fields selected in the template based on the entrants eligible using the query selected.

3. Select the query from the drop down and complete any other filters you may wish to include on your export. Eg Date Filter.

4. Click **FULL** or **EXPORT**.

Related Articles

[template("related")]