Events Export Templates

Quick Steps: Events > Event Console > Export Templates > Add

1. Within the Management Console, select **Events** from the top menu, then **Event Console** next to the required event

2. Select **Export Templates** from the expanded left menu

3. Click **Add** at the top of the page

4. Give your template a **Title**

5. You can now select which fields you want to include in the Export. These fields include, Entrant Contact Information, Entry Type and Fee, Payment Date, Method and Reference, Bib Number, Team, Office Use Only Fields and all Entry Form Questions. You can also select your Entry Form Questions from the **Questions** tab, and Member Database fields from the **Member Information** tab

6. Click **Save** and you can now use your Export Template to export entrants

If your organisation is also using the Member Database, use the Member Information tab to export your members' membership information into your event exports

Related Articles

[template("related")]