

Creating an Export Template

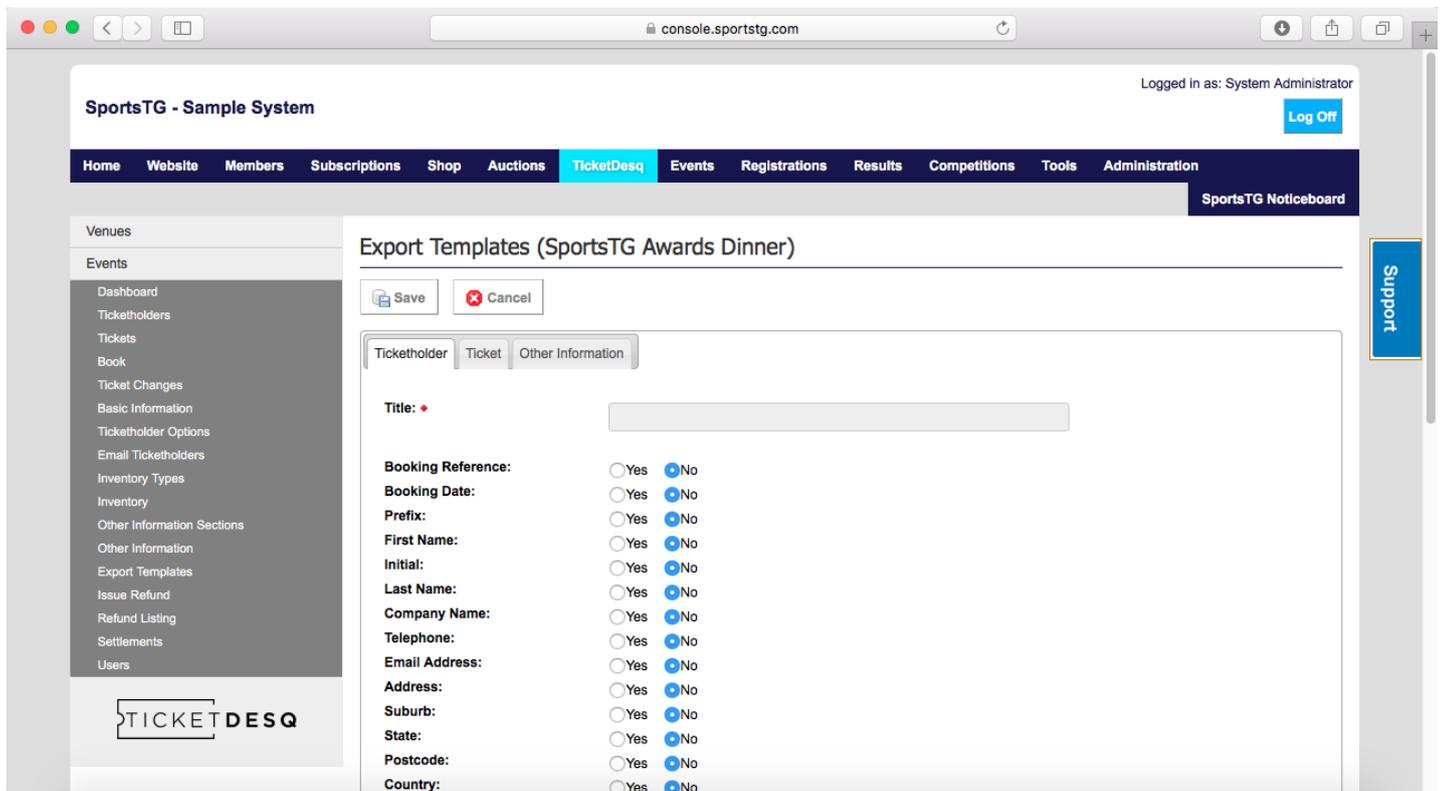
Last Modified on 15/09/2016 4:17 pm AEST

Quick Steps: To create an Export Template go to **Ticketdesq > Console Event > Export Templates > Add**

Exporting your data enables you to pull your members' information into an Excel Spreadsheet. When exporting you can choose to export all the fields in the Ticketholders/Tickets Listing (which would include the basic contact information, as well as custom fields), or you can create an Export Template, which allows you to select which fields you would like to see in the export.

Creating Export Templates:

1. Within the Management Console, select **Ticketdesq** from the top menu, then **Export Template** from the left menu.
2. Select **Export Templates** from the expanded left menu, and click **Add** at the top of the page.



The screenshot shows a web browser window at console.sportstg.com. The page title is 'SportsTG - Sample System' and the user is logged in as 'System Administrator'. The navigation menu includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Results', 'Competitions', 'Tools', and 'Administration'. The 'TicketDesq' menu is expanded, showing 'Venues' and 'Events'. Under 'Events', the 'Export Templates' option is selected. The main content area is titled 'Export Templates (SportsTG Awards Dinner)' and features a 'Save' button and a 'Cancel' button. Below these are three tabs: 'Ticketholder', 'Ticket', and 'Other Information'. The 'Ticketholder' tab is active, displaying a list of fields with radio buttons for 'Yes' and 'No' selection. The fields and their current selections are: Title (dropdown), Booking Reference (No), Booking Date (No), Prefix (No), First Name (No), Initial (No), Last Name (No), Company Name (No), Telephone (No), Email Address (No), Address (No), Suburb (No), State (No), Postcode (No), and Country (No). A 'Support' button is visible on the right side of the page.

3. Give your template a Title, then select all the fields that you want to include in the Export Template by clicking each available field to Yes or No.

4. Once all fields are selected, click Save.

Selecting Yes on any field will ensure that the field and any data within that field will appear in any export you do using that Export Template.

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