

How To EXPORT MEMBERSHIP INFORMATION

Step-by-step guide to export membership data
from the Membership Manager.



Export your membership
information to a CSV file
for reports, backups,
or record keeping.

It's quick and easy!

i You can export either All Members (the entire database) or the members in your current Search Results. The export downloads as a CSV file that opens in Excel or any spreadsheet program.

1 SEARCH / FILTER MEMBERS

Open the Search / Filter Members section.

Quick Search

Name, email, phone or notes

Status

All ▼

Search

Reset

Advanced Filters

Use Quick Search, Status, or Advanced Filters when needed.

2 EXPORT

The export controls are in this same Search / Filter Members section.

Export

Download all members, or download exactly the members matching the current search and filters.

Export All Members

Export Search Results (3)

Search Results is available after a search/filter returns matching members.

3 DOWNLOAD YOUR FILE

Click the export button you want. The CSV downloads immediately - there is no extra pop-up or confirmation window.



Export Complete

Open the CSV in Excel or another spreadsheet program.

1 OPEN SEARCH / FILTER

Open Search / Filter Members. You can export all members without filtering, or run a search/filter first for a smaller list.

2 CHOOSE THE EXPORT BUTTON

Export All Members

Exports every member, regardless of the current search or filters.

Export Search Results (count)

Exports only the members matching your current search and filters. The number in parentheses shows how many will be exported.

3 DOWNLOAD THE CSV

Click either export button and the CSV file downloads directly to your computer. Open it in Excel, Google Sheets, or another spreadsheet program.

WHAT IS A CSV FILE?

CSV means Comma Separated Values. It stores the membership data in rows and columns so spreadsheet programs can open it.

TIPS FOR BEST RESULTS

- ✓ Use "All Members" for complete reports or backups.
- ✓ Use "Search Results" for smaller, focused lists.
- ✓ Apply filters (status, date range, etc.) before searching to get exactly what you need.
- ✓ Save exported files to a safe location for future reference.

COMMON USES

- ✓ Backup your membership records.
- ✓ Create reports for your board or groups.
- ✓ Track active/inactive members.
- ✓ Share member lists with committee chairs or event coordinators.



A FRIENDLY REMINDER

Member information is important. Please keep exported files secure and use the data responsibly to protect member privacy.

*Thank you for
serving our club!*