Creating and Exporting an Event Participant Report

13 Steps   [View most recent version](#) ⬈
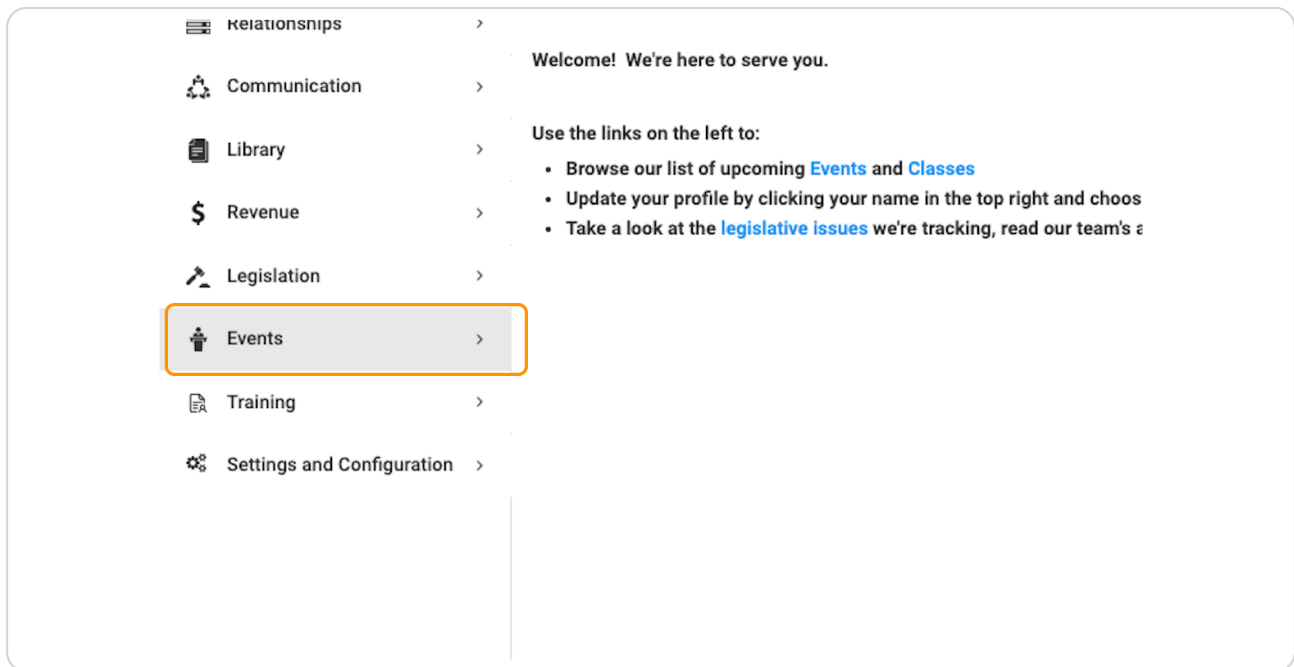

Created by	Creation Date	Last Updated
Engagifii Inc.	April 15, 2024	April 15, 2024

STEP 1
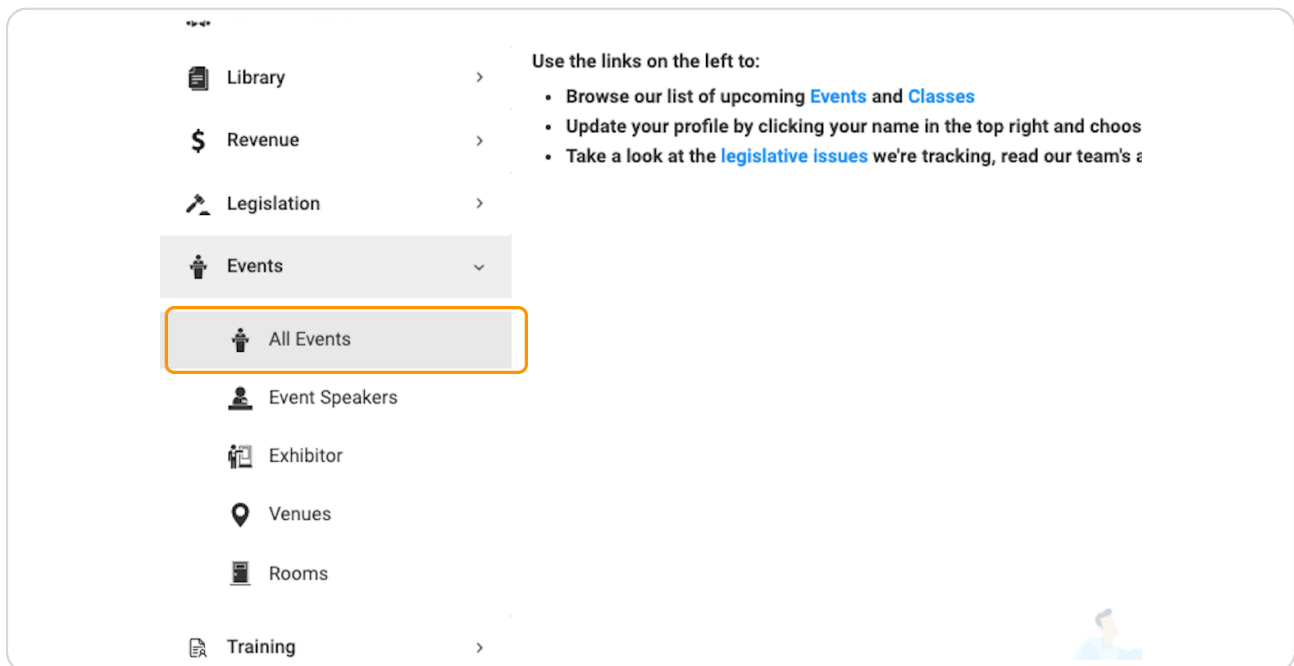
Click on Events

STEP 2

Click on All Events

STEP 3

Click on the event you wish to view
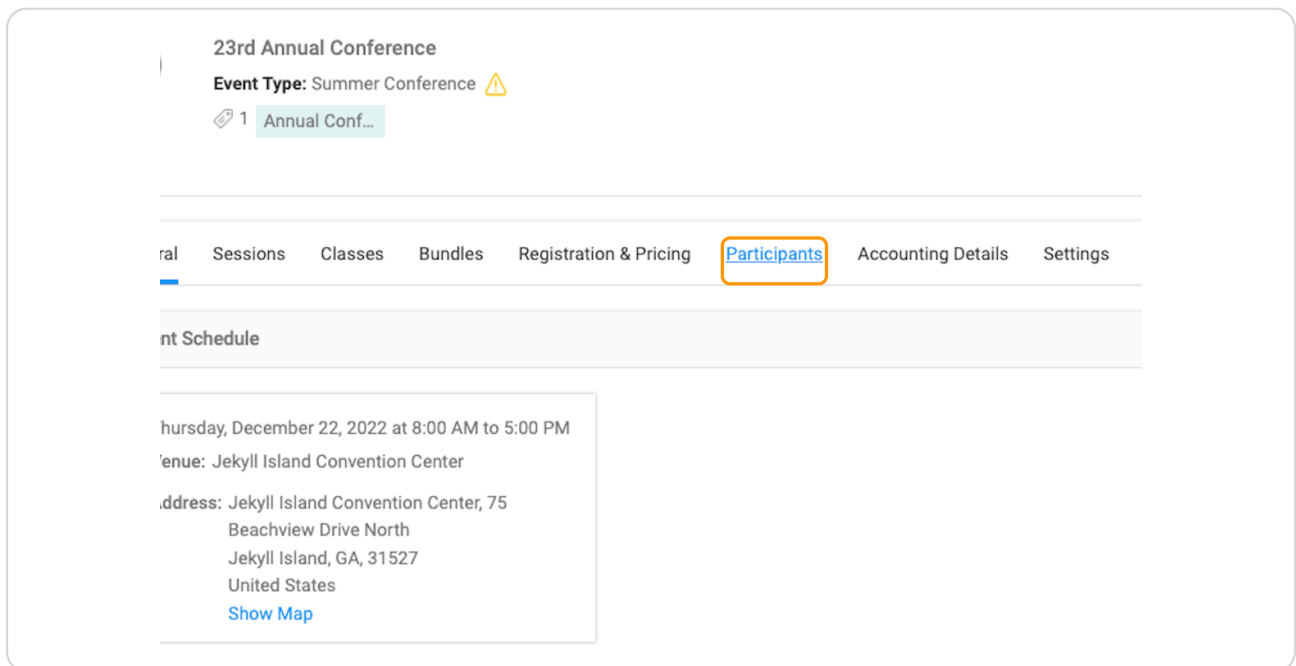
STEP 4

Click on Participants

STEP 5

Check the box to select all participants
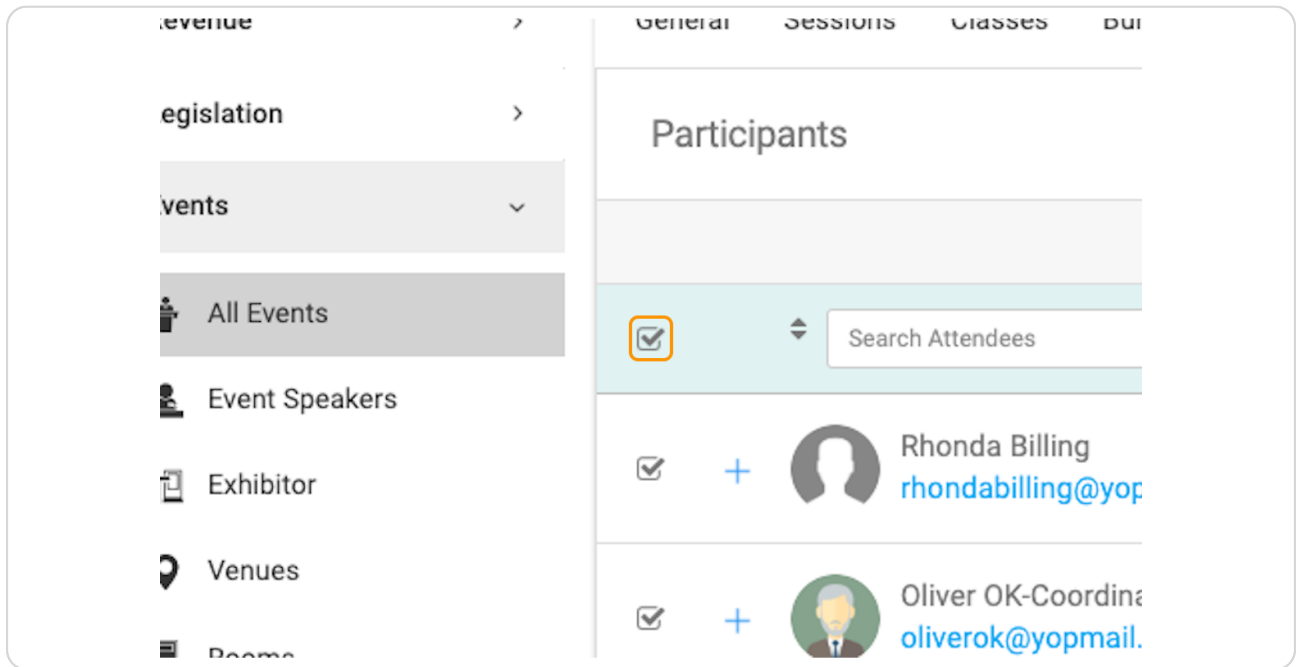
STEP 6

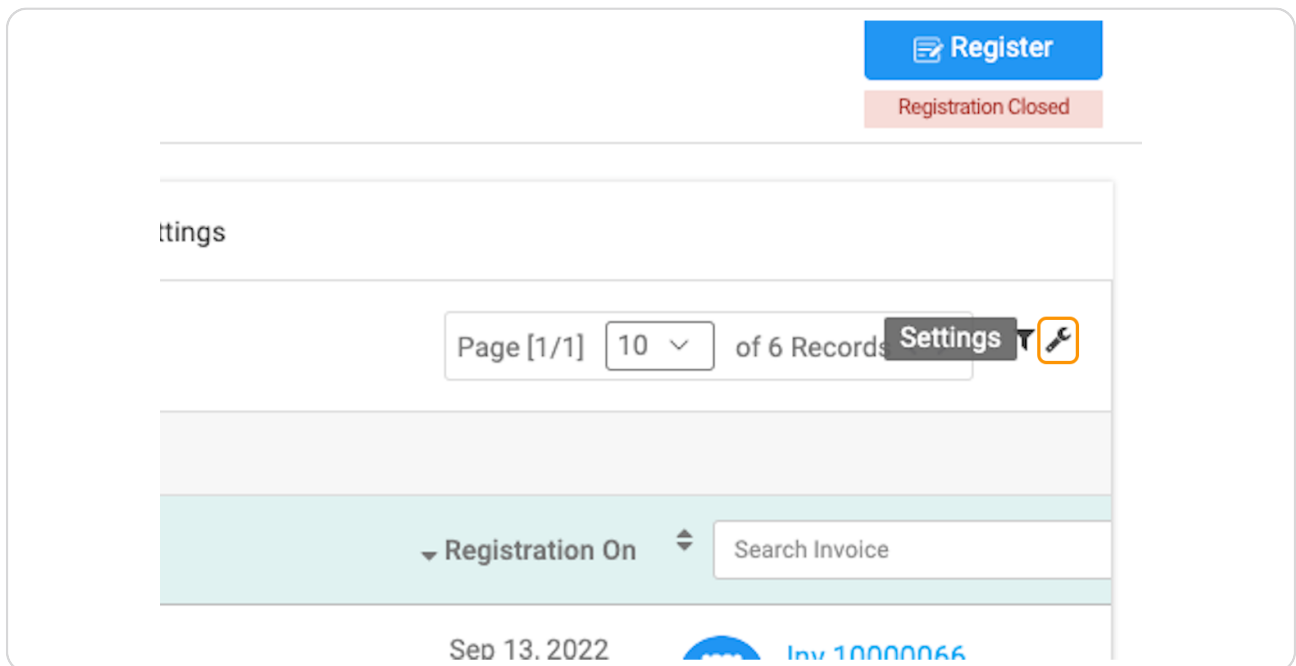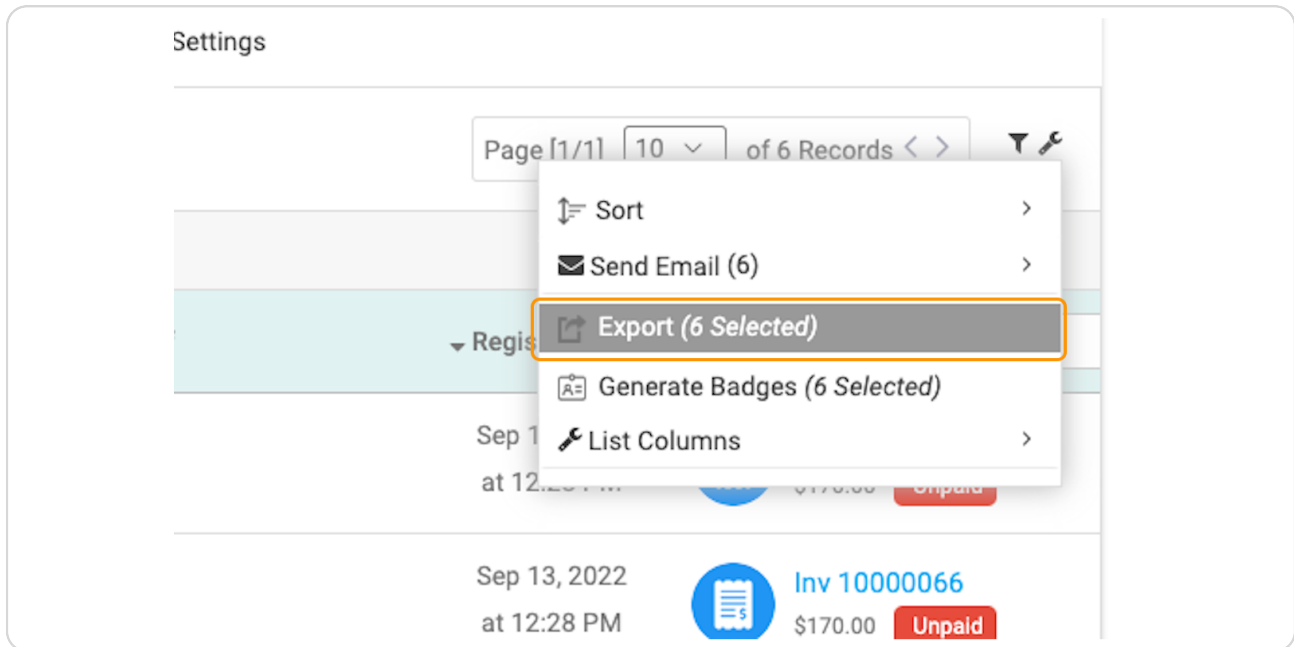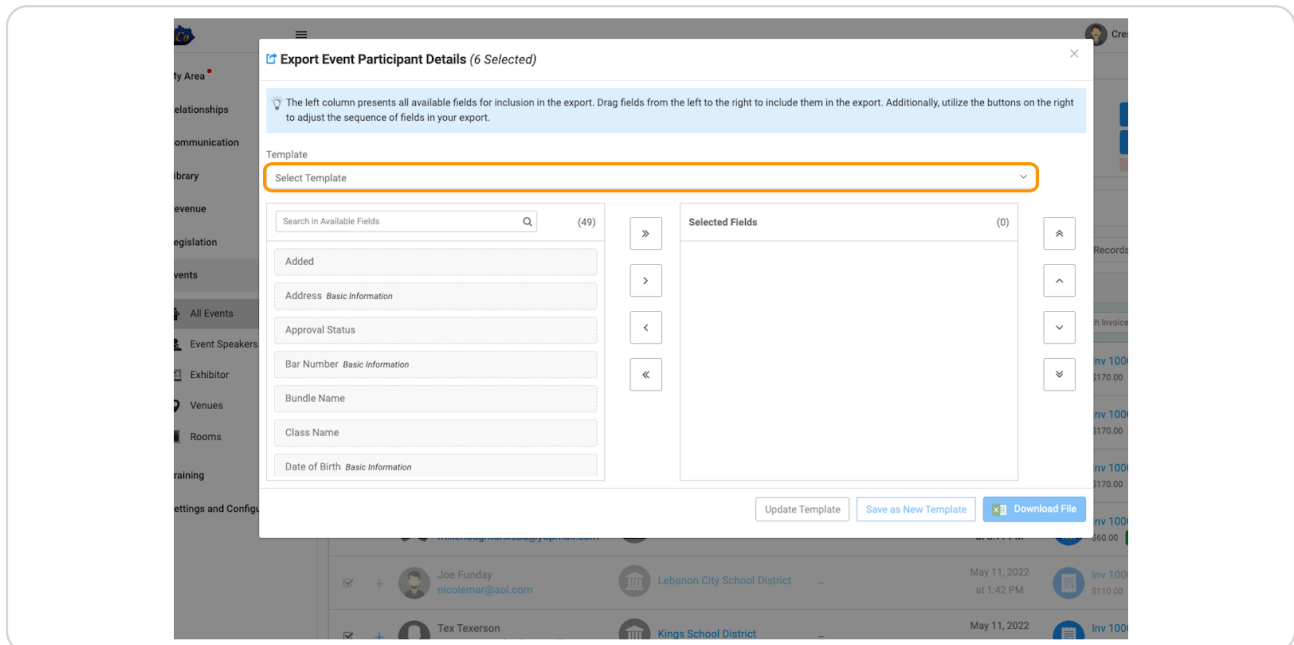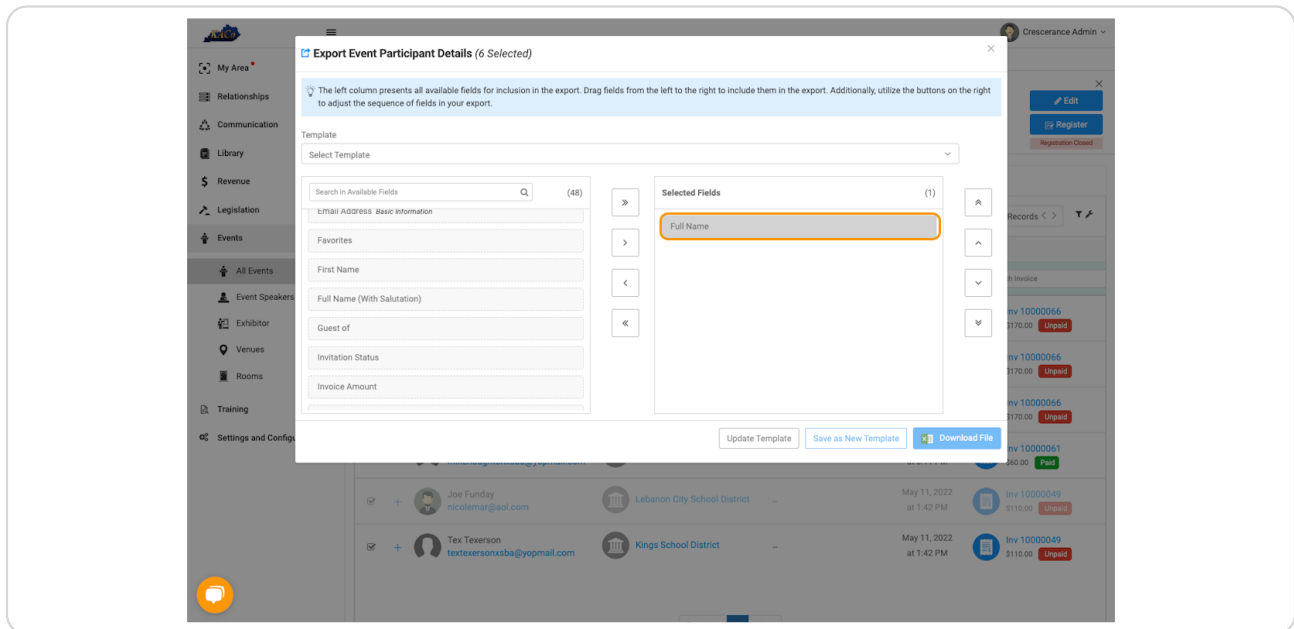## Click on the wrench icon

STEP 7

Click on Export

STEP 8

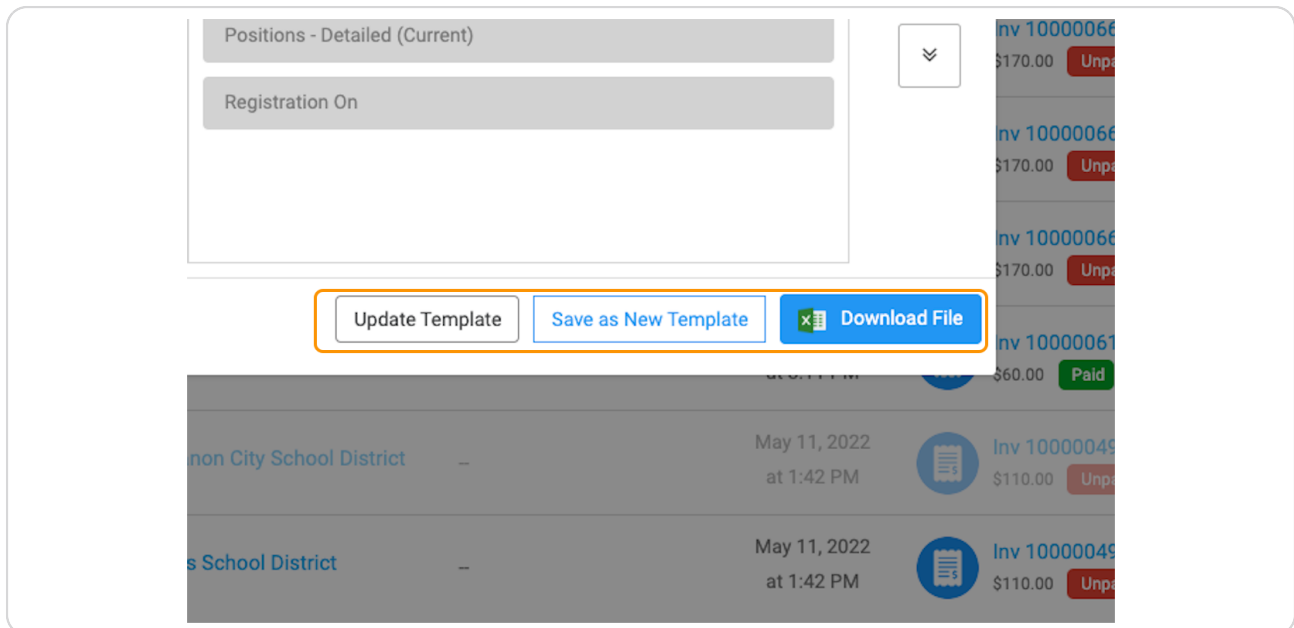## Click on Select Template if you wish to use a pre-existing report template from the dropdown menu

STEP 9

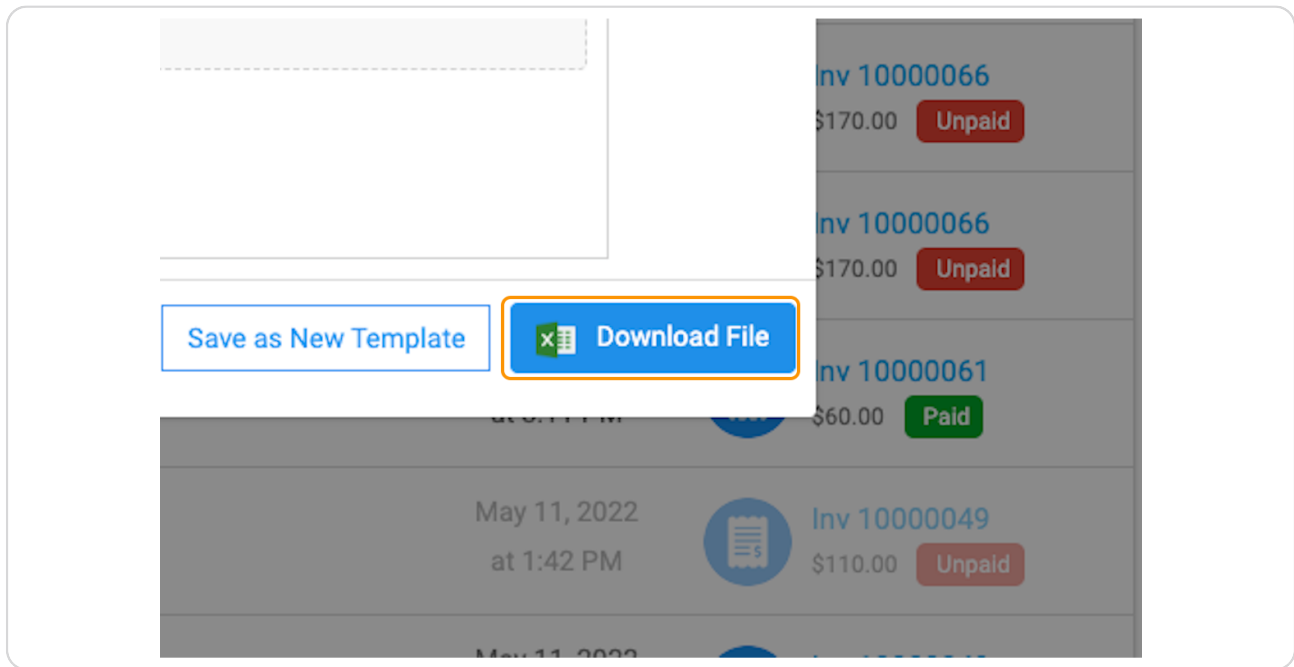**Drag the fields on the left over to the right to select the criteria for your report**

STEP 10

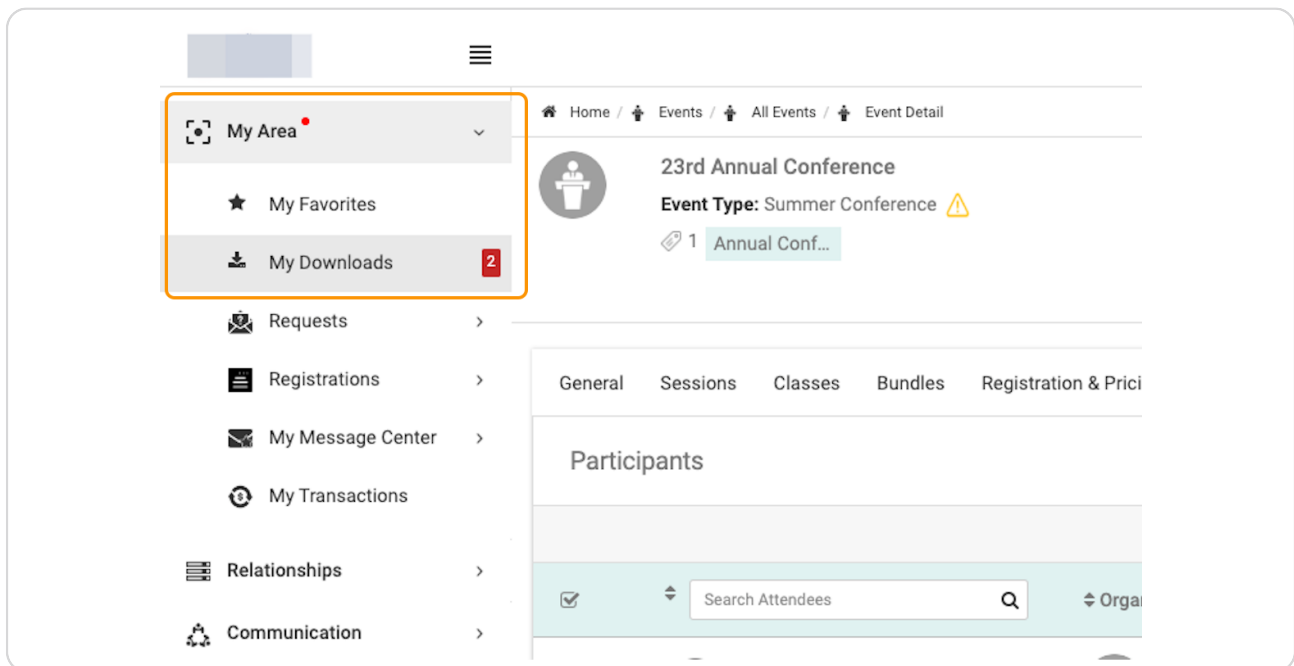**When finished, you can either Update an Existing Template, Save as a New Template or just Download one time.**
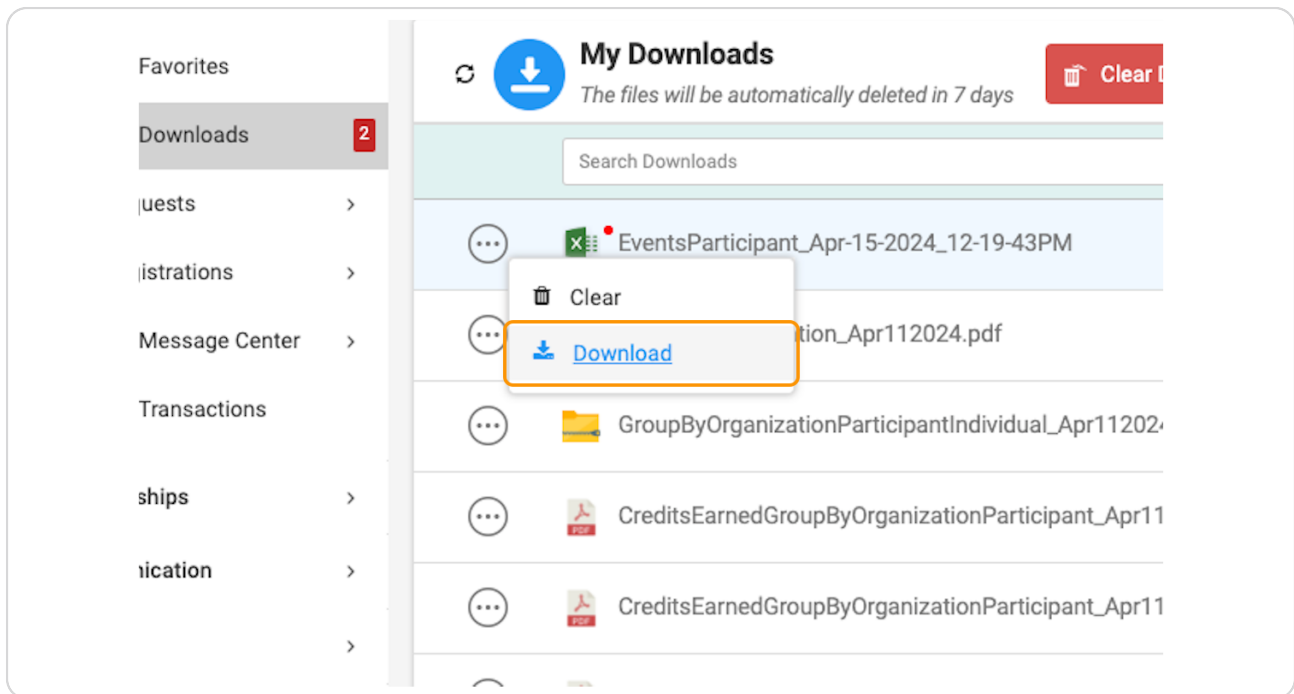
STEP 11

Click on Download File

STEP 12

Click on My Area and My Downloads to view your file

Click on Download to view your report