Export Event Attendees

16 Steps   🔗

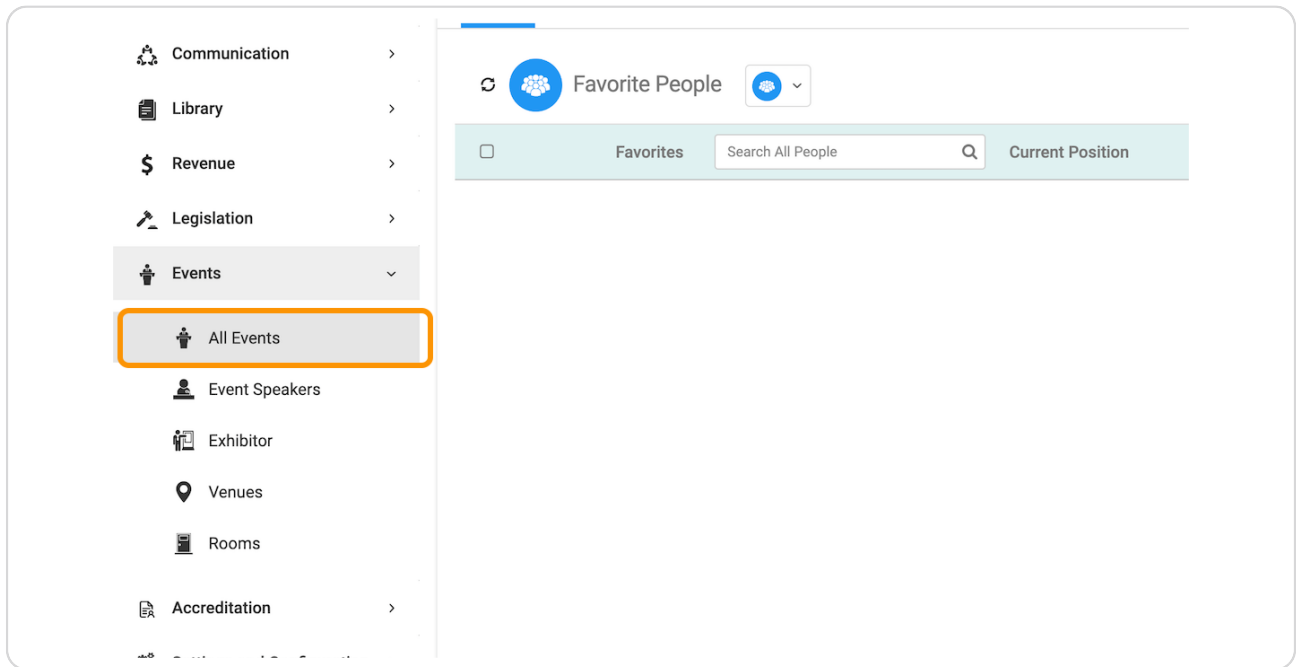| Created by	Creation Date	Last Updated
Engagifii Inc.	October 23, 2023	October 23, 2023

STEP 1

Click on Events

STEP 2

Click on All Events

STEP 3

Click on the event you wish to export
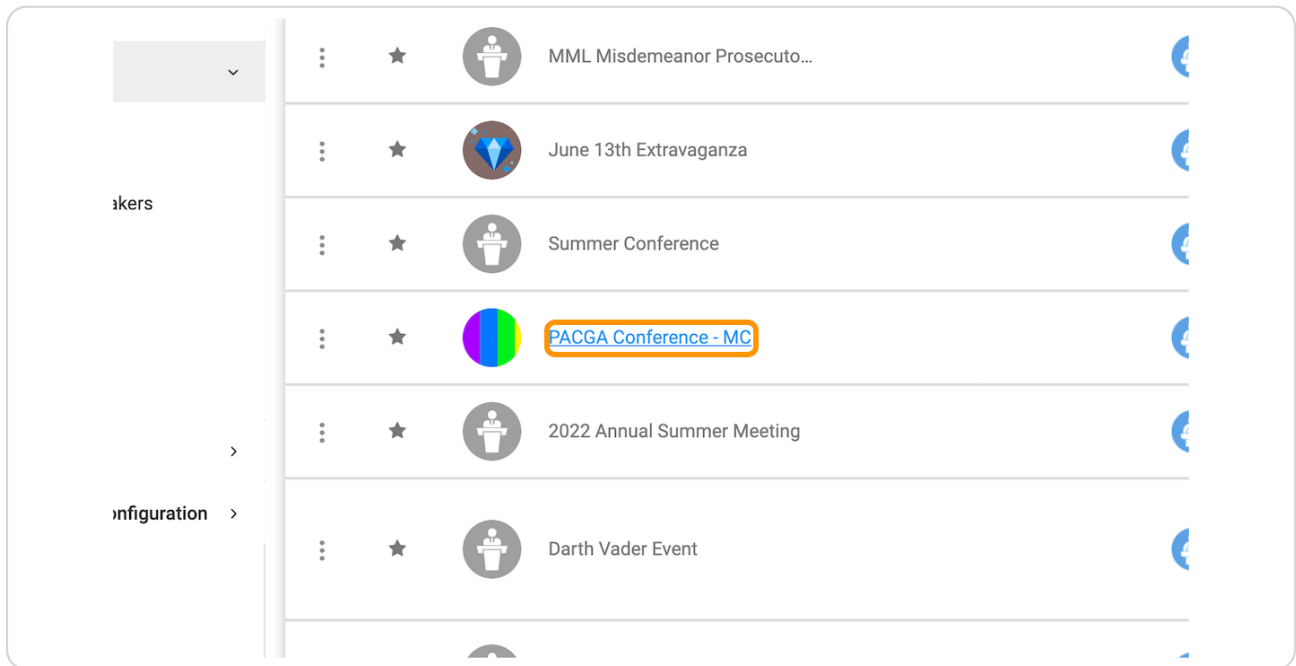
STEP 4

Click on Participants

STEP 5

Check on "Select All"

STEP 6

Click on Settings

STEP 7

Click on Export

STEP 8

Check all fields you wish to see.
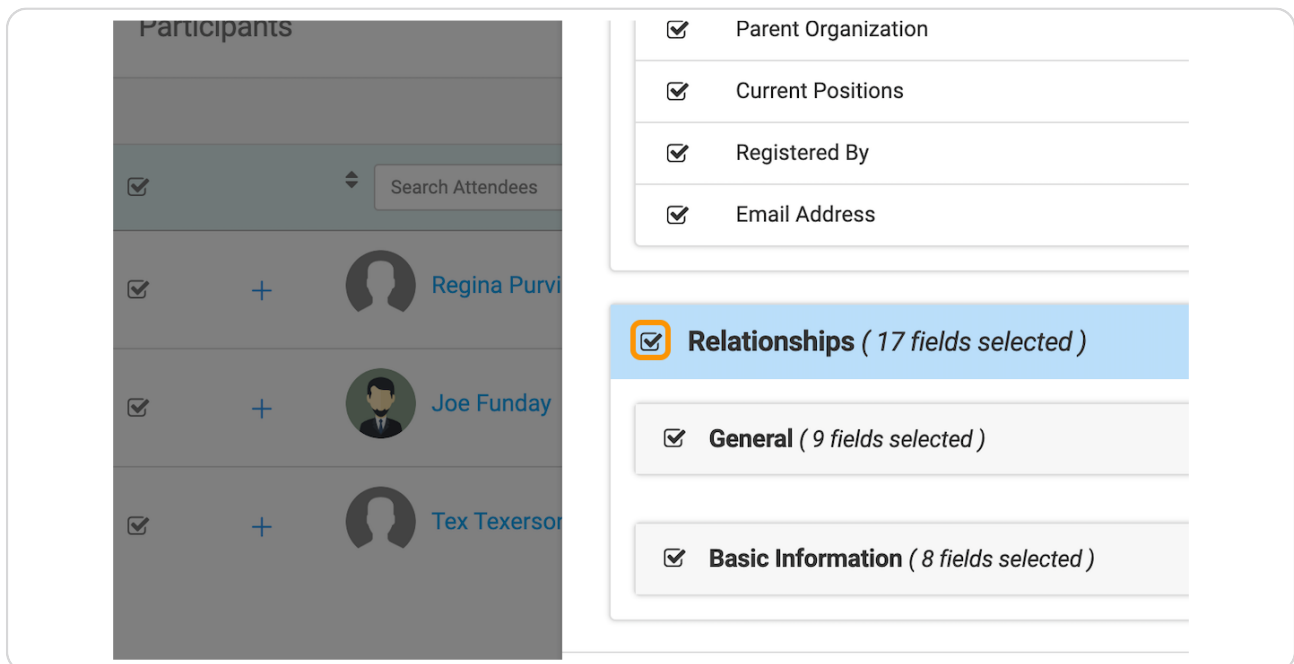
STEP 9

Check on other tabs for the fields you wish to add on the report
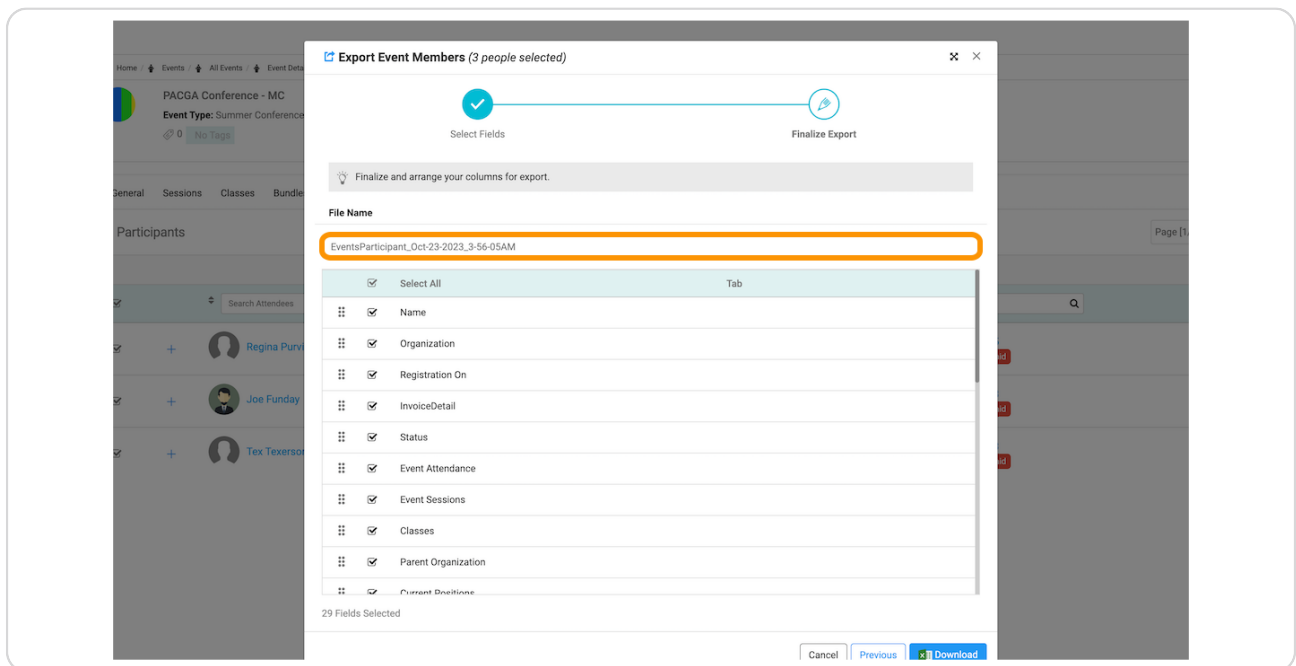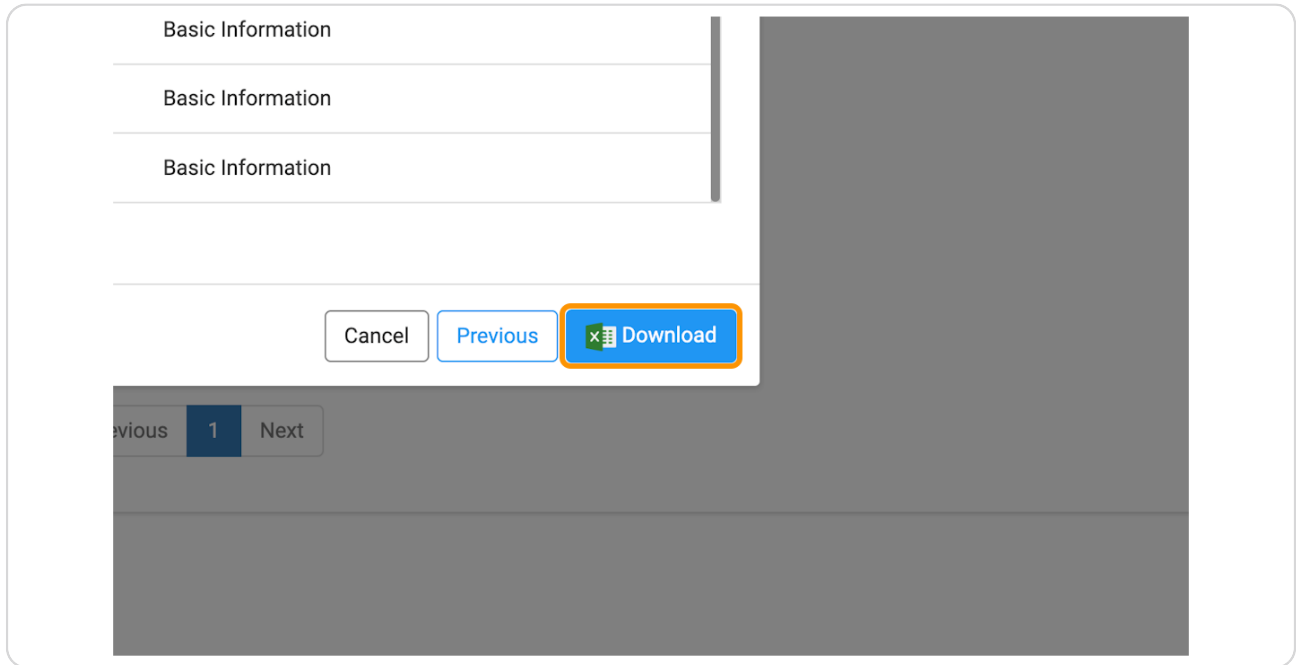
STEP 10

Click on Next
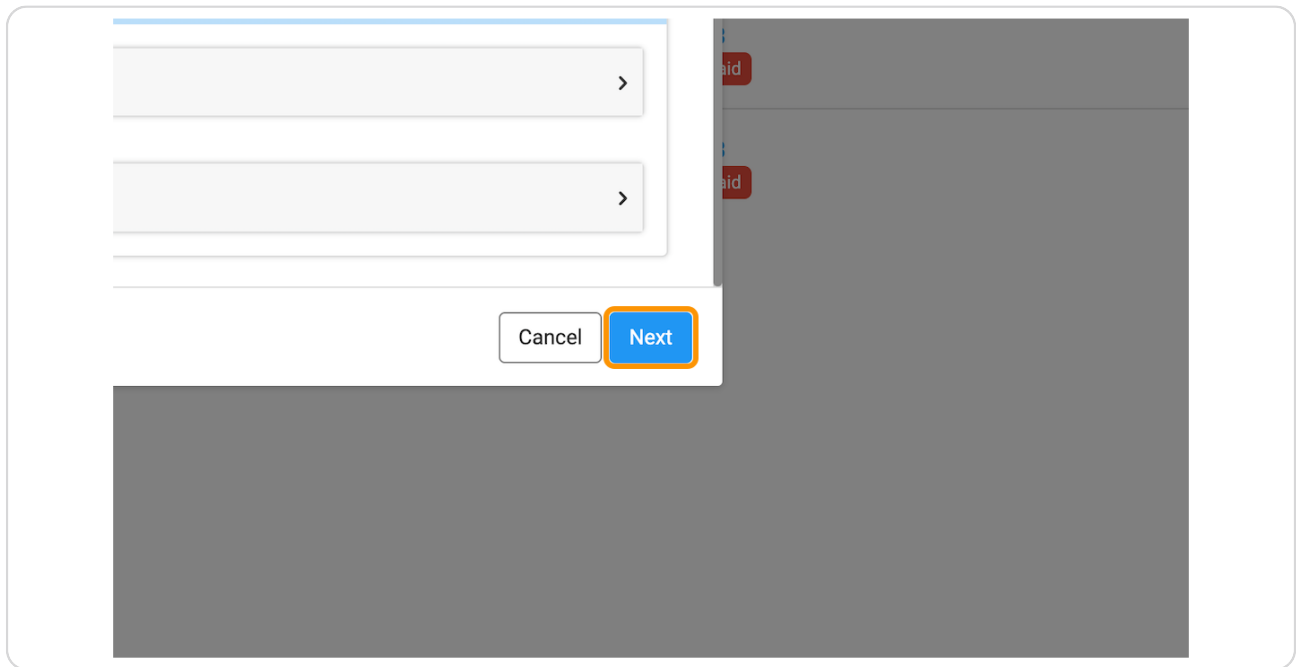
STEP 11
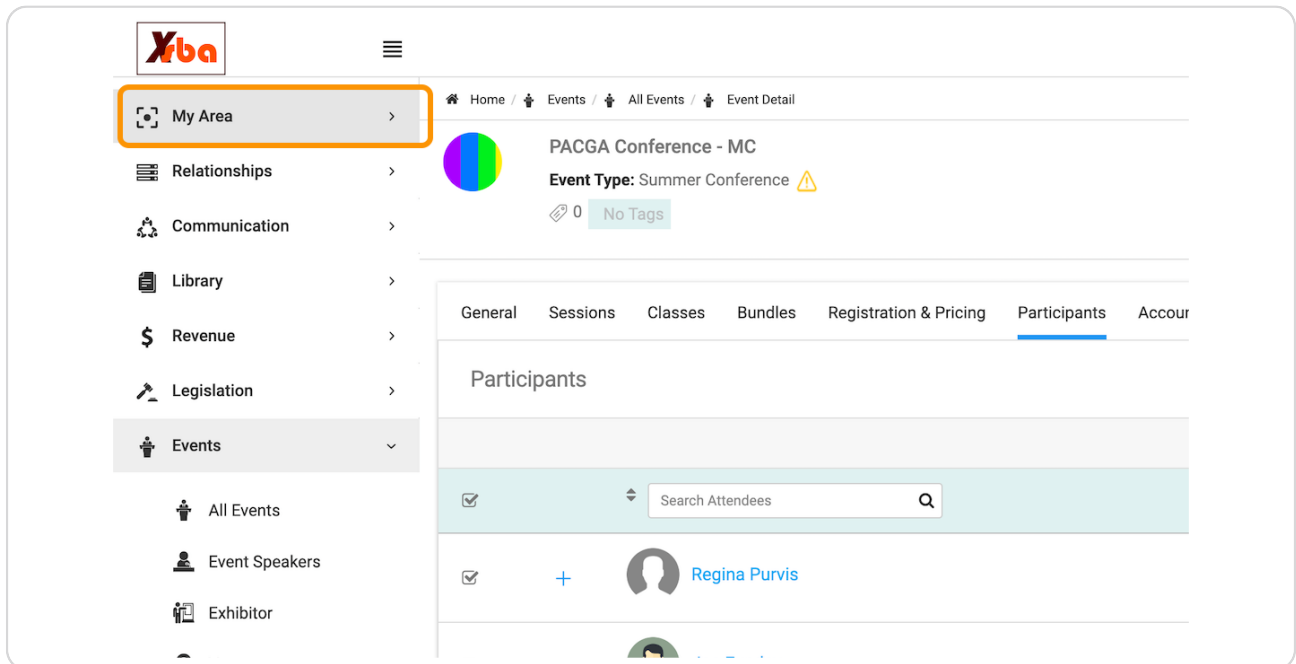
Write the file name for the exported file.
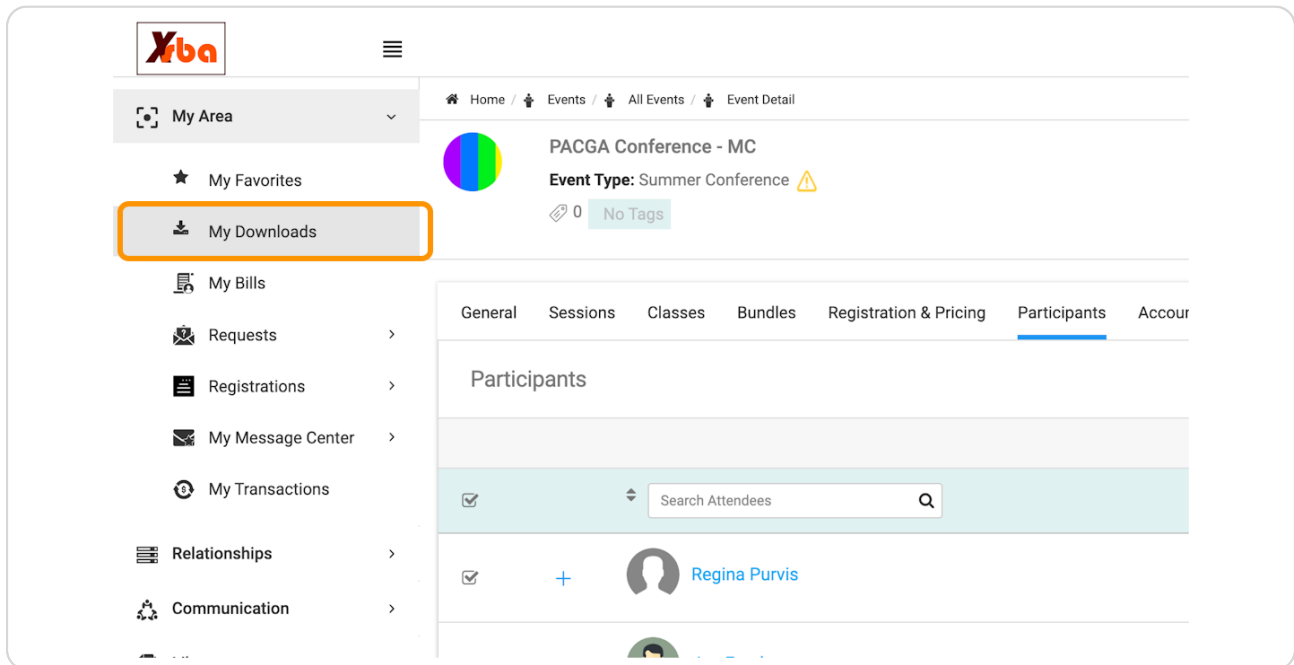
STEP 12

Click on Download

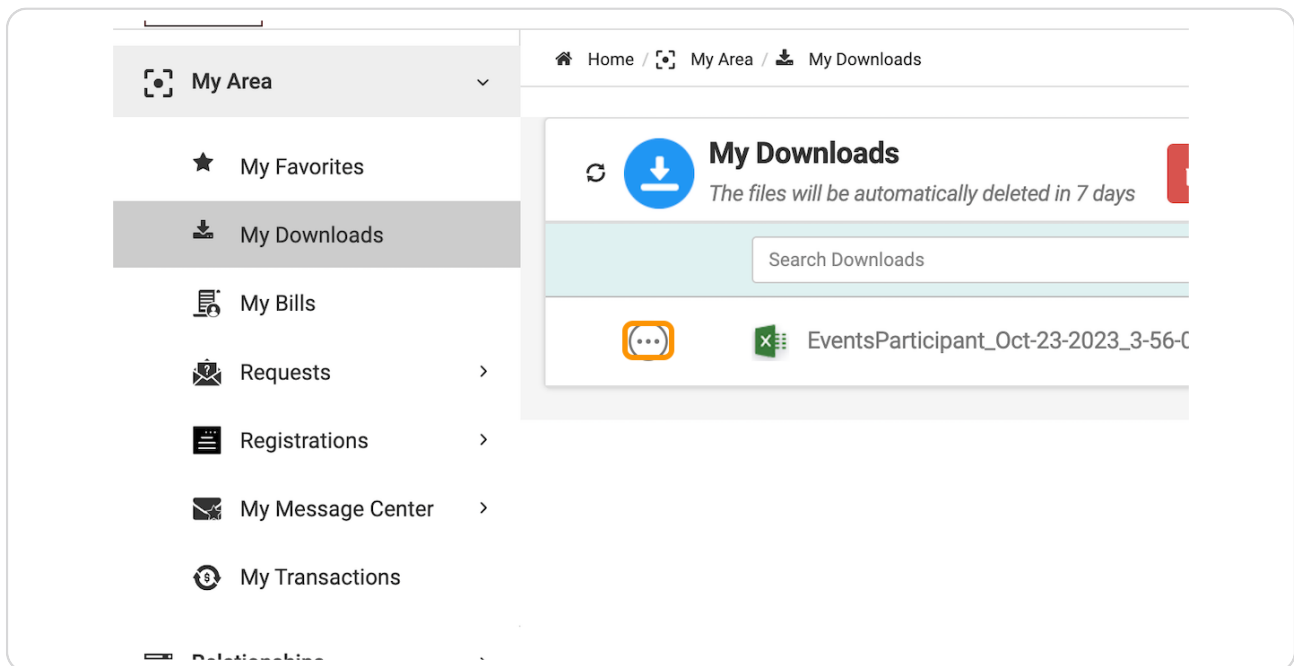
STEP 13

Click on My Area to check status

STEP 14

Click on My Downloads to see the current status

STEP 15

Click on the 3 button incase you wish to cancel the download

STEP 16

Click on Clear to officially cancel it.