

# Export Event Attendees

16 Steps [View most recent version](#) 

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Created by  
Engagifii Inc.

Creation Date  
October 23, 2023

Last Updated  
October 23, 2023

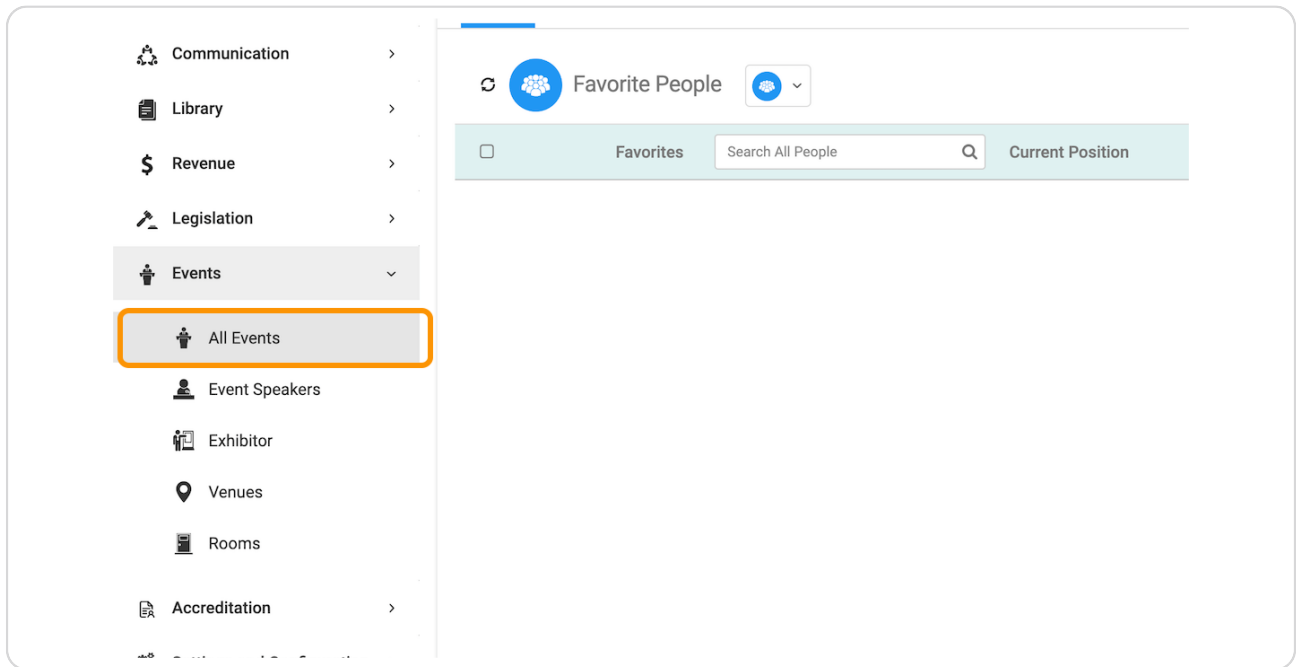
## STEP 1

### Click on Events



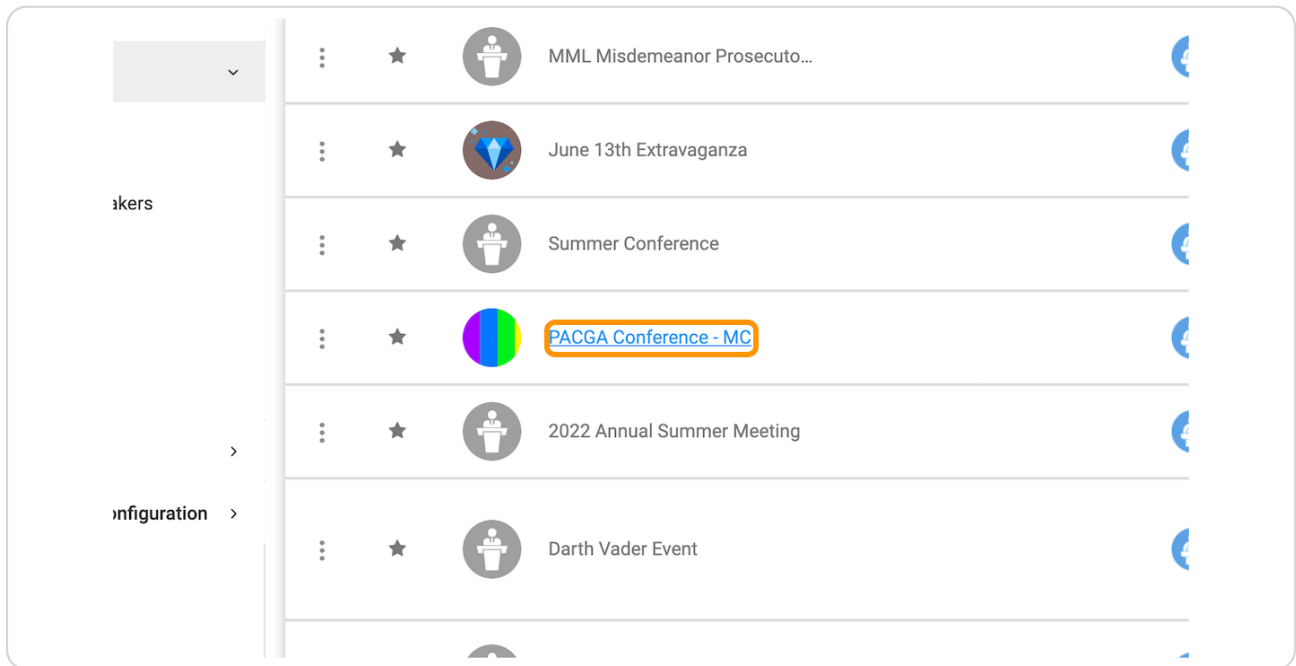
## STEP 2

### Click on All Events



## STEP 3

### Click on the event you wish to export



## STEP 4

### Click on Participants

The screenshot shows the top navigation bar with the following items: "Classes", "Bundles", "Registration & Pricing", "Participants" (highlighted with an orange box), "Accounting Details", and "Settings". Below the navigation bar, there is a section for event details including the date "2022 at 8:00 AM to 5:00 PM", the location "Convention Center", and the address "Convention Center, 75 Drive North".

## STEP 5

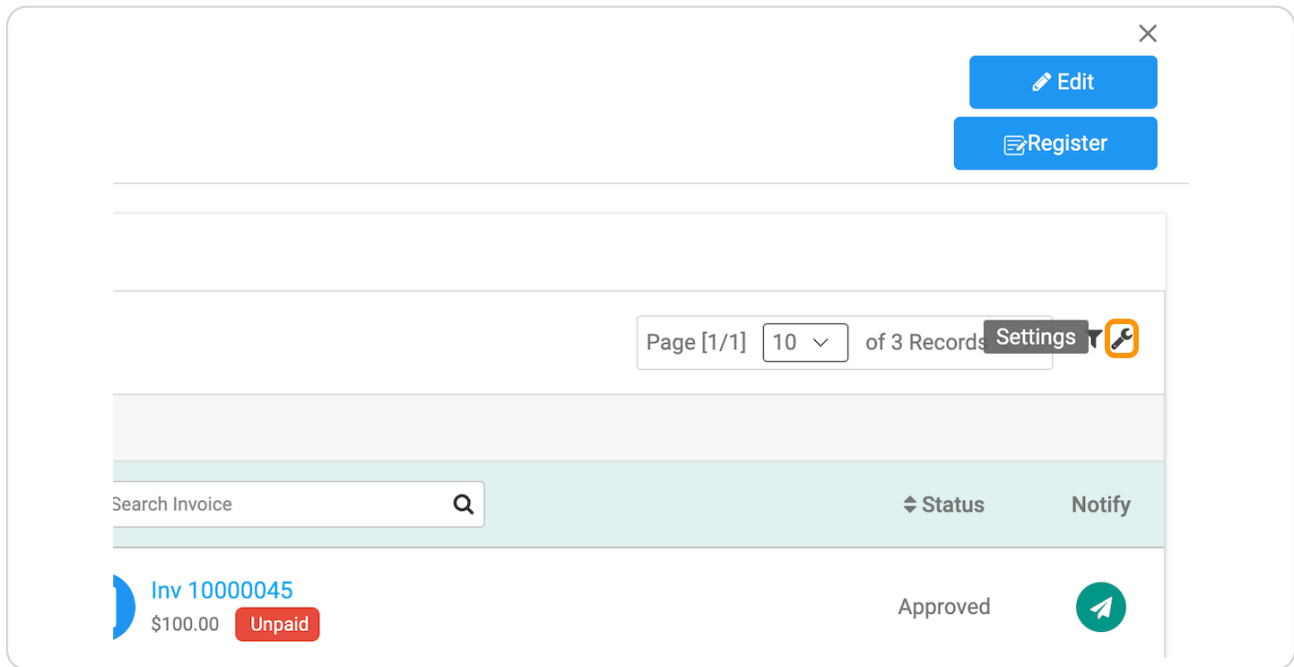
### Check on "Select All"

The screenshot shows the "Participants" list in the Engagifii interface. The left sidebar menu has "Events" selected. The main content area shows the "Participants" tab with a search bar and a list of attendees. The "Select All" checkbox is checked, and the list includes Regina Purvis and Joe Funday.

General	Sessions	Classes	Bundles	Registration
<b>Participants</b>				
<input checked="" type="checkbox"/> Search Attendees				
<input checked="" type="checkbox"/>	+		Regina Purvis	
<input checked="" type="checkbox"/>	+		Joe Funday	

## STEP 6

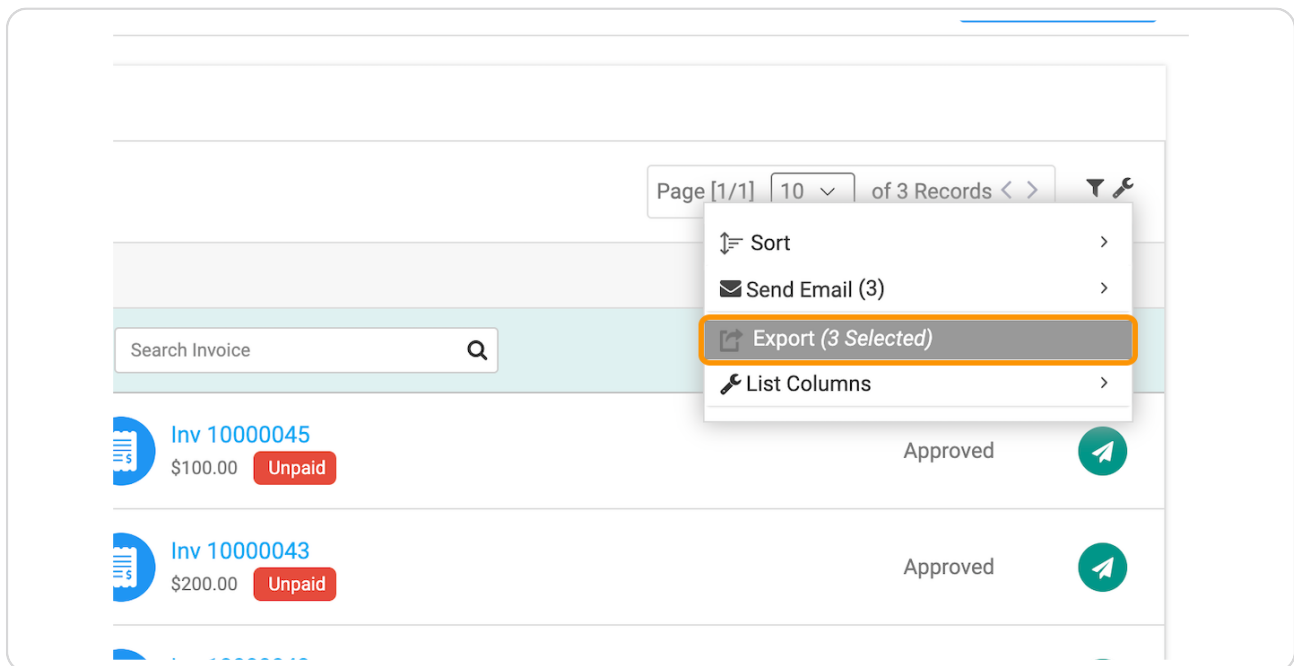
### Click on Settings



The screenshot shows a web interface for managing invoices. At the top right, there are two blue buttons: "Edit" and "Register". Below these, a pagination control shows "Page [1/1] 10 of 3 Records". A "Settings" button with a gear icon is highlighted with an orange box. Below the pagination is a search bar labeled "Search Invoice" and two columns: "Status" and "Notify". The main table contains one visible row for invoice "Inv 10000045" with a value of "\$100.00", a red "Unpaid" status, and an "Approved" status with a green arrow icon.

## STEP 7

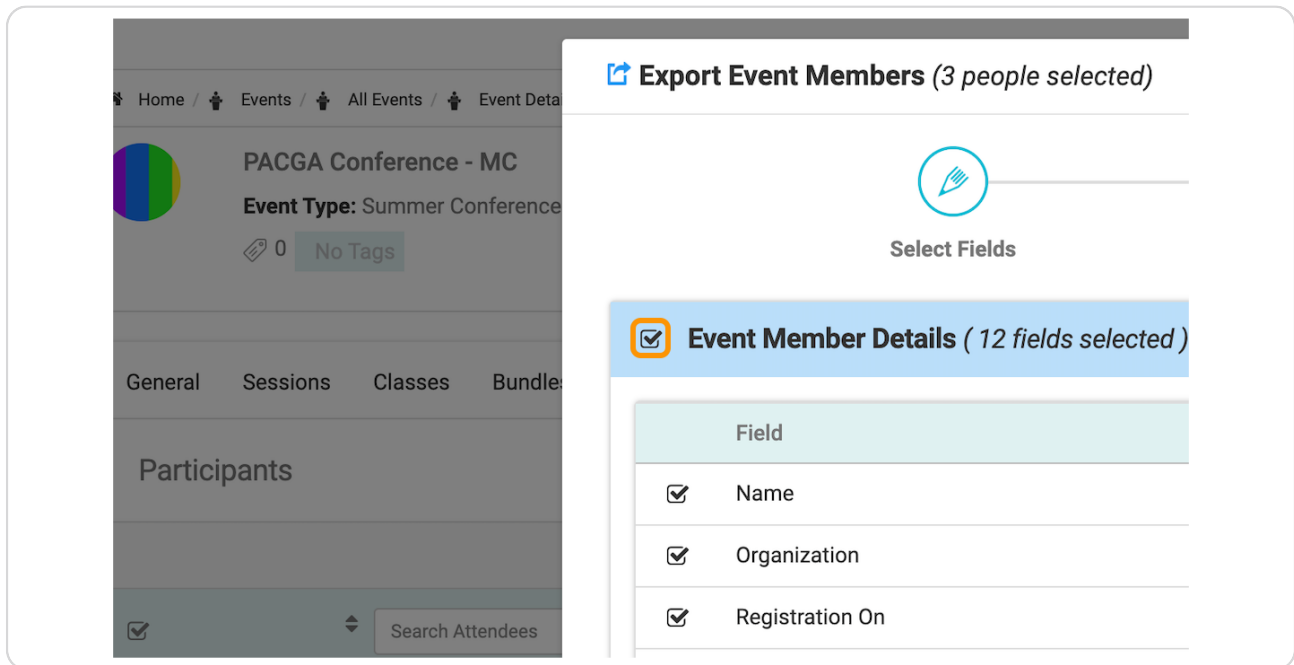
### Click on Export



The screenshot shows the same interface as Step 6, but with a dropdown menu open over the "Settings" button. The menu options are: "Sort", "Send Email (3)", "Export (3 Selected)", and "List Columns". The "Export (3 Selected)" option is highlighted with an orange box. The table below shows two rows of invoices: "Inv 10000045" for \$100.00 (Unpaid, Approved) and "Inv 10000043" for \$200.00 (Unpaid, Approved).

## STEP 8

Check all fields you wish to see.



Home / Events / All Events / Event Details

PACGA Conference - MC  
Event Type: Summer Conference  
0 No Tags

General Sessions Classes Bundles

Participants

Search Attendees

### Export Event Members (3 people selected)

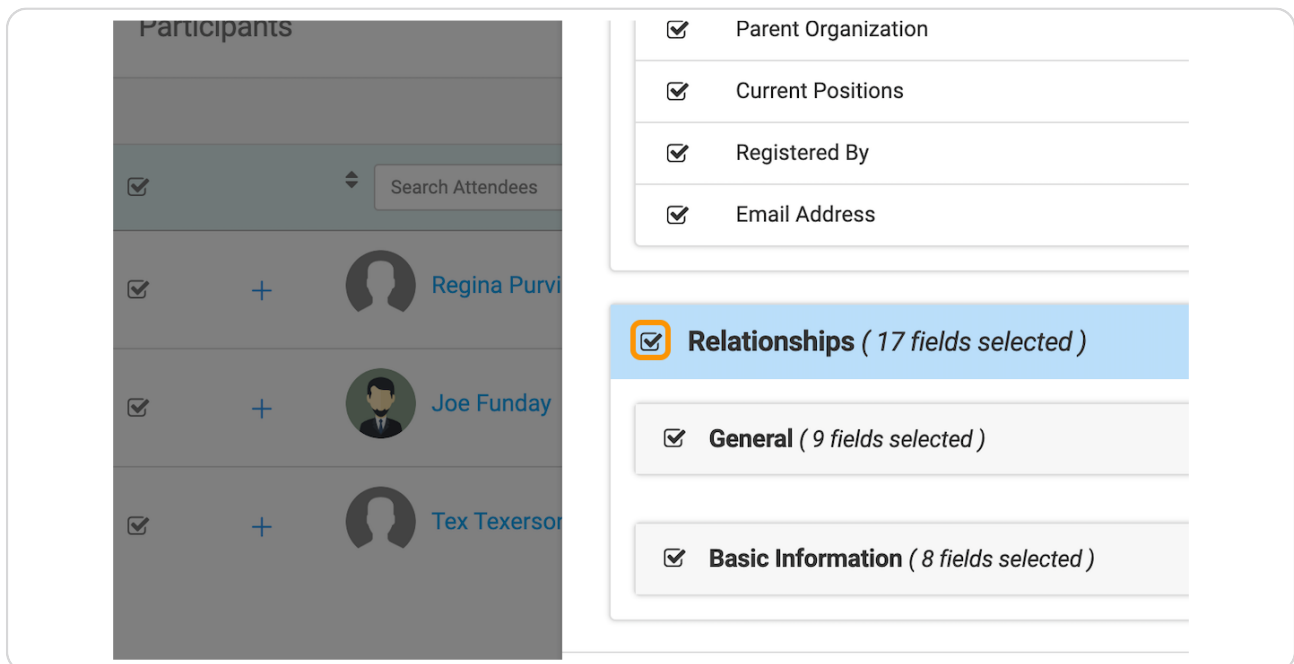
Select Fields

**Event Member Details (12 fields selected)**

Field
<input checked="" type="checkbox"/> Name
<input checked="" type="checkbox"/> Organization
<input checked="" type="checkbox"/> Registration On

## STEP 9

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



Participants

Search Attendees

Regina Purvi

Joe Funday

Tex Texerson

Parent Organization

Current Positions

Registered By

Email Address

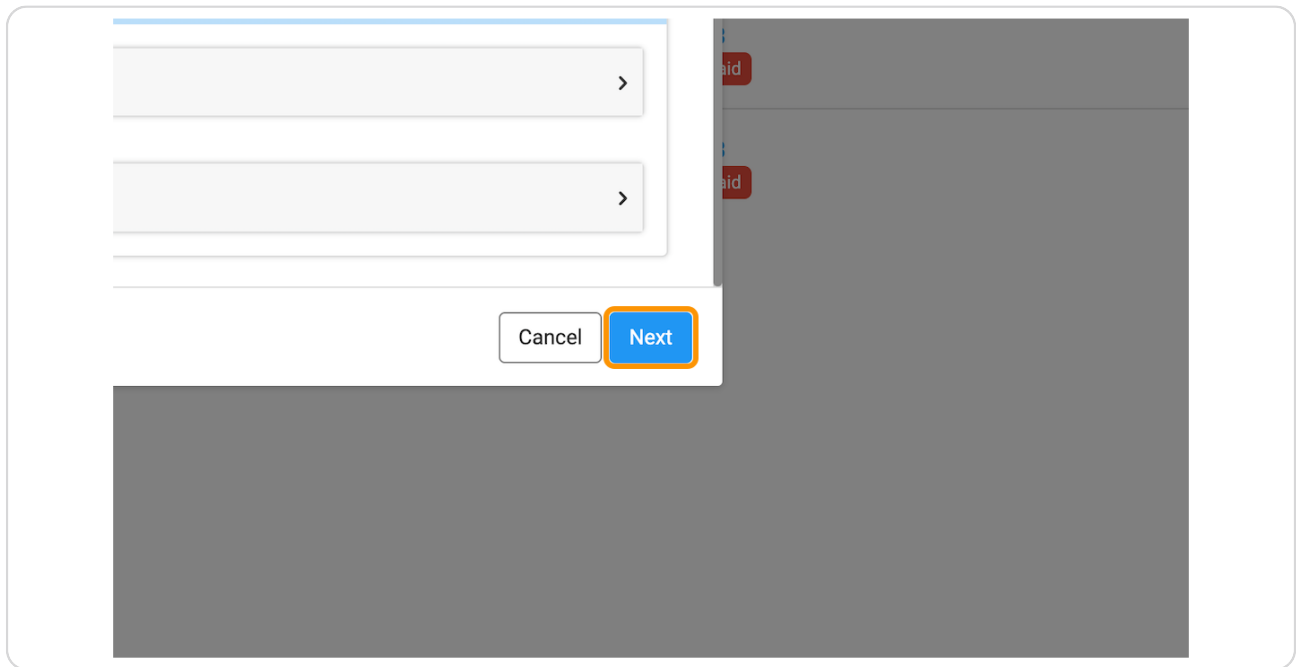
**Relationships (17 fields selected)**

**General (9 fields selected)**

**Basic Information (8 fields selected)**

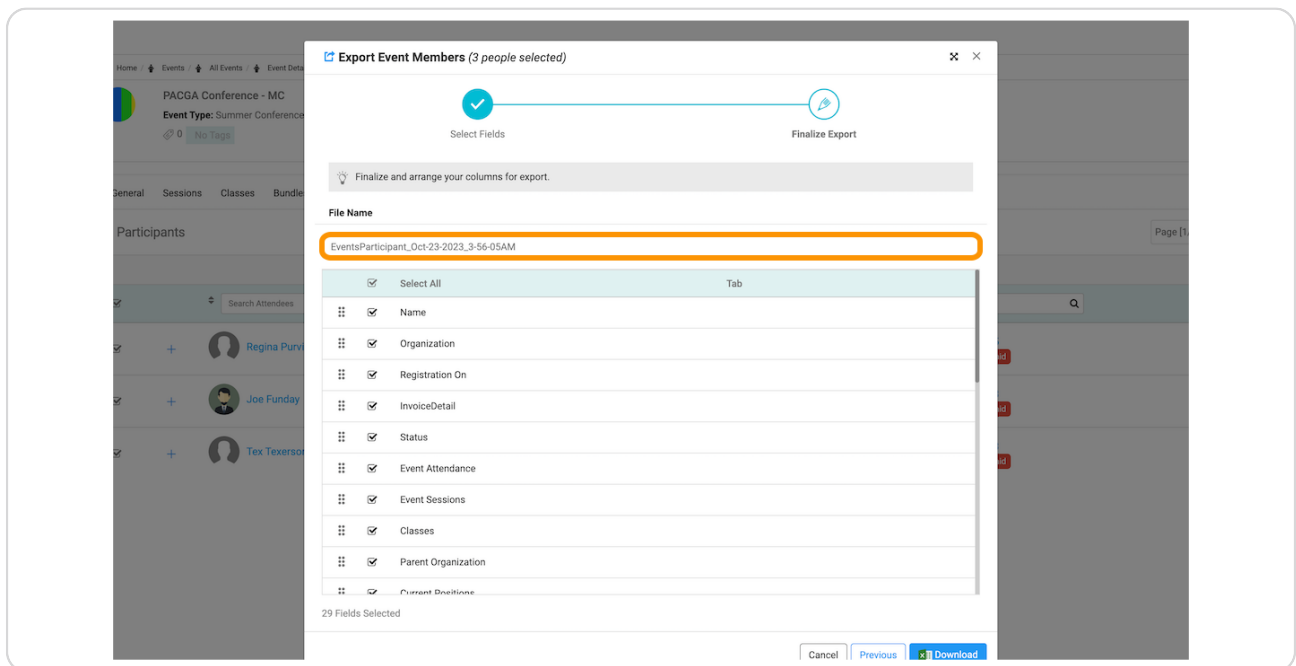
## STEP 10

Click on Next



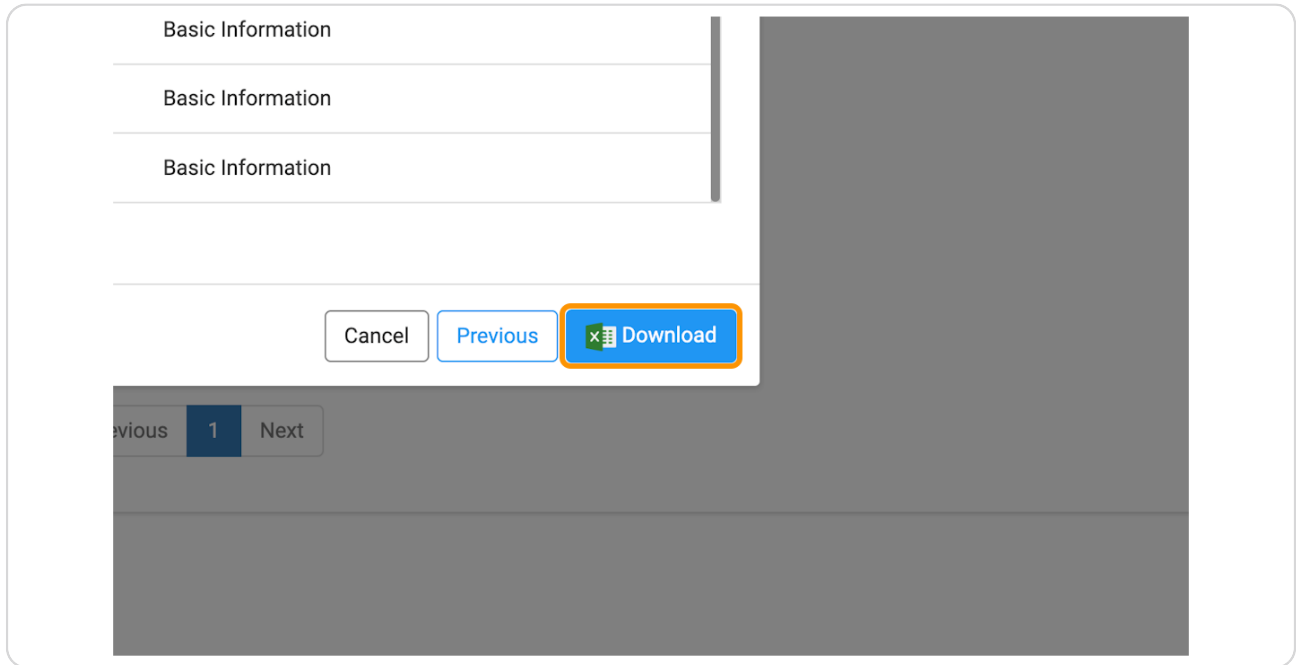
## STEP 11

Write the file name for the exported file.



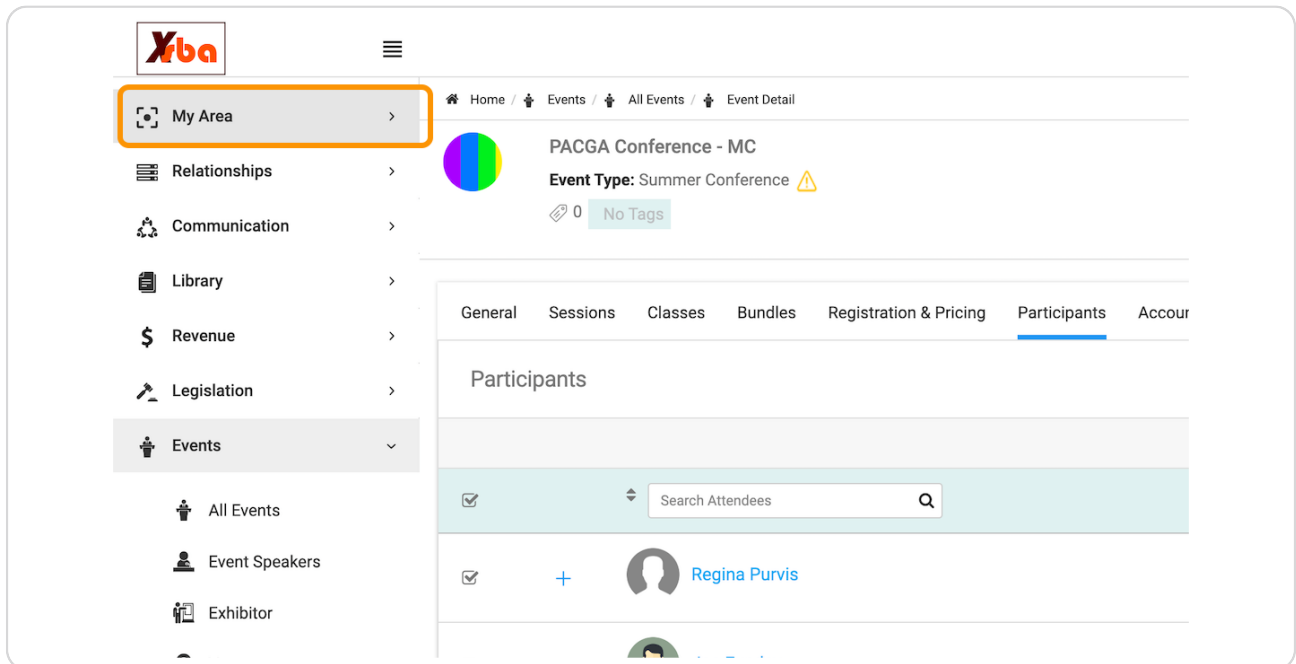
## STEP 12

### Click on Download



## STEP 13

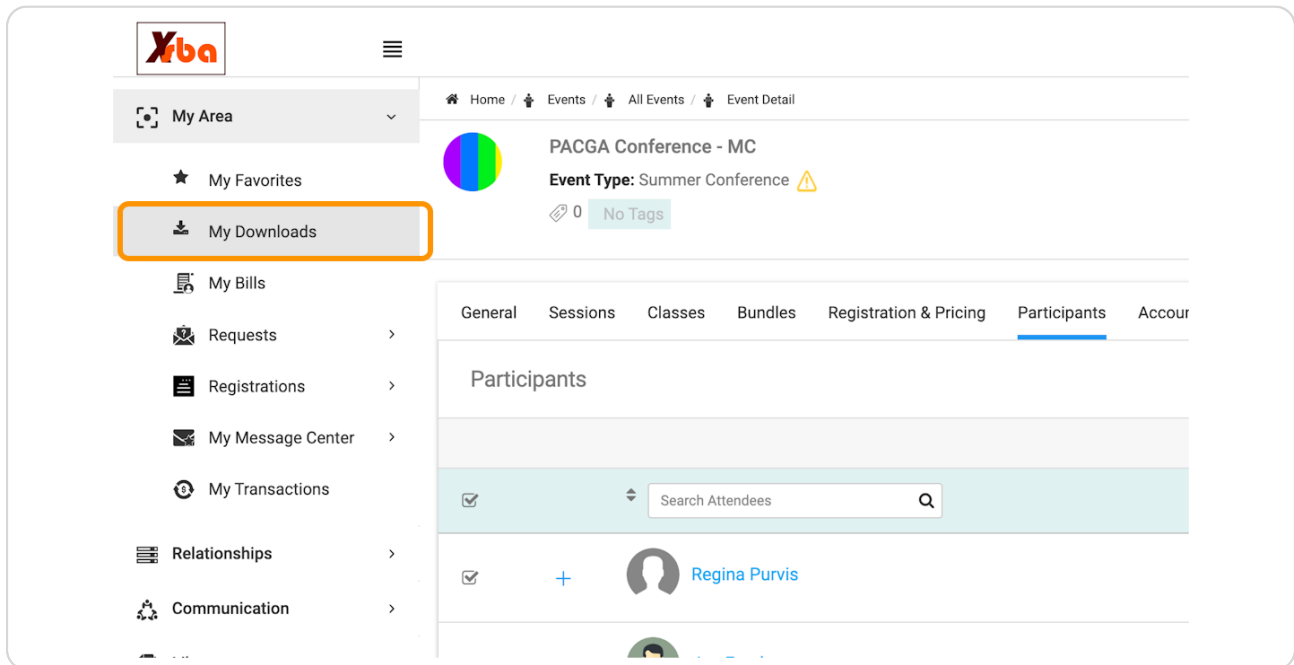
### Click on My Area to check status





## STEP 14

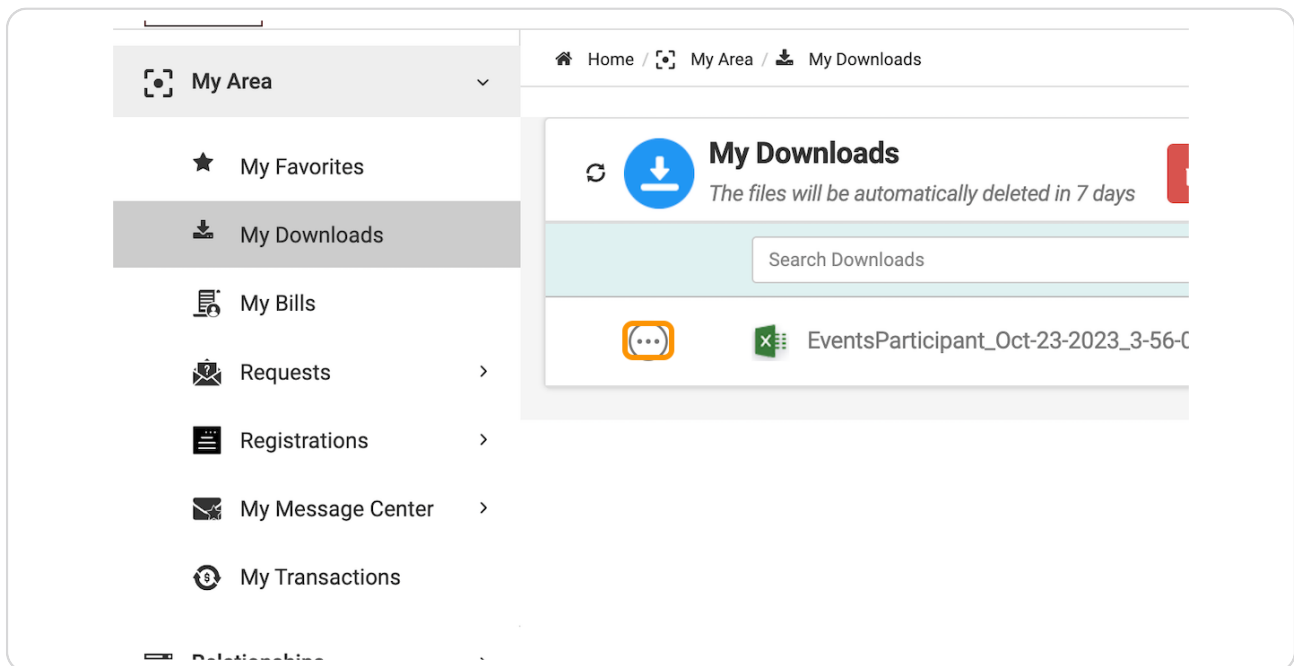
Click on My Downloads to see the current status



The screenshot shows the Xiba user interface. On the left, a navigation menu is visible with the following items: My Area, My Favorites, My Downloads (highlighted with a red box), My Bills, Requests, Registrations, My Message Center, My Transactions, Relationships, and Communication. The main content area displays the event details for 'PACGA Conference - MC', including the event type 'Summer Conference' and a warning icon. Below this, there are tabs for 'General', 'Sessions', 'Classes', 'Bundles', 'Registration & Pricing', 'Participants', and 'Account'. The 'Participants' tab is selected, showing a search bar for attendees and a list of participants, including Regina Purvis.

## STEP 15

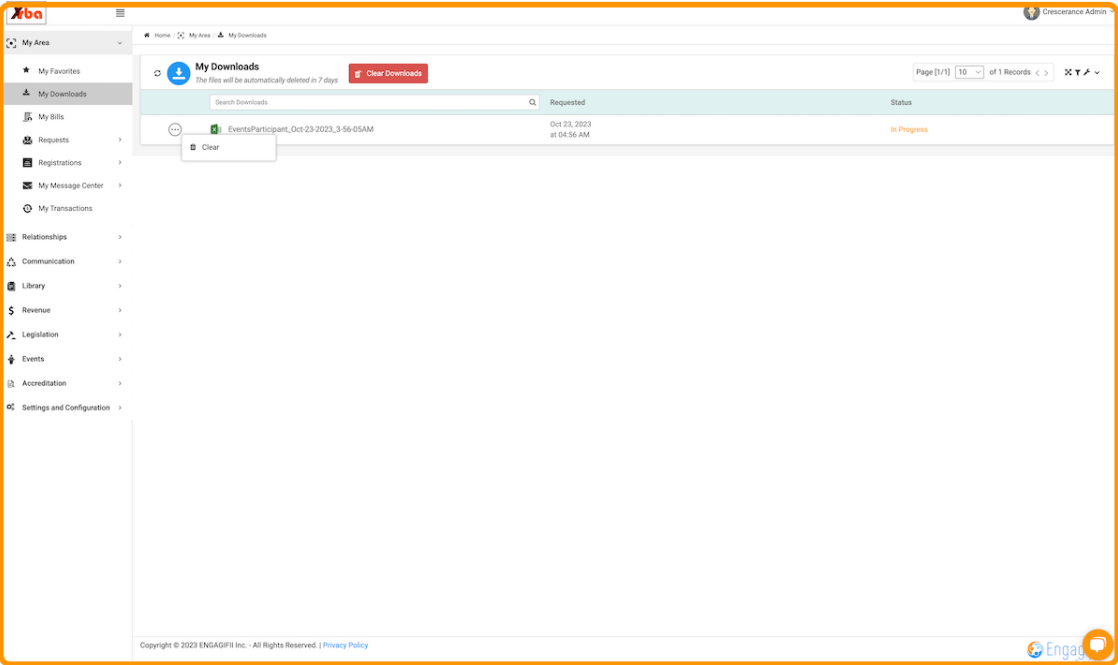
Click on the 3 button incase you wish to cancel the download



The screenshot shows the 'My Downloads' section of the Xiba user interface. The navigation menu on the left has 'My Downloads' highlighted. The main content area displays the 'My Downloads' section with a search bar and a list of files. The first file is 'EventsParticipant\_Oct-23-2023\_3-56-C', which is highlighted with a red box. A three-dot menu button is visible next to the file name, indicating that it can be clicked to cancel the download.

## STEP 16

Click on Clear to officially cancel it.



The screenshot shows the 'My Downloads' page in the Xiba system. The page title is 'My Downloads' and it includes a notification: 'The files will be automatically deleted in 7 days'. A red 'Clear Downloads' button is visible. The page displays a table with one record:

Search Downloads	Requested	Status
EventsParticipant_Oct-23-2023_3-56-05AM	Oct 23, 2023 at 04:56 AM	In Progress

A 'Clear' button is highlighted over the record. The page also features a sidebar with navigation options and a footer with copyright information: 'Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | Privacy Policy' and the Engagifii logo.

