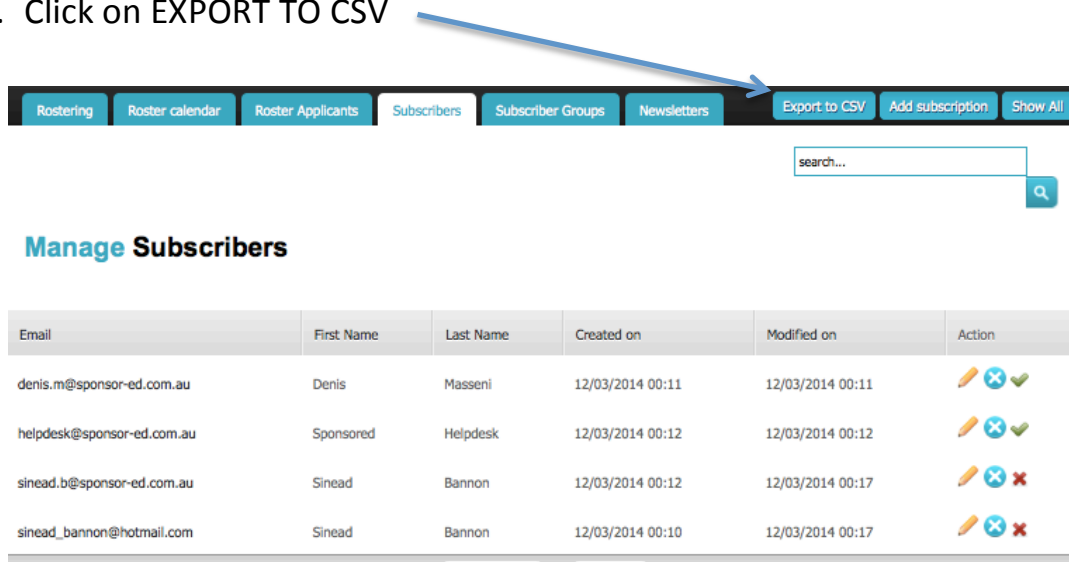


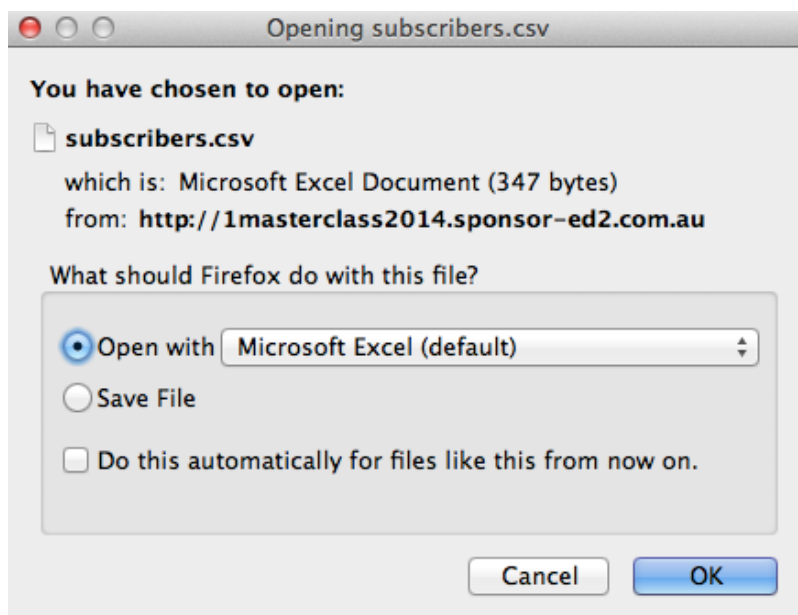
Exporting to .csv

Your mobile friendly template has the ability to export your subscribers or site members to CSV. This is a handy tool if you need a list of parent contacts.

- 1. COMMUNICATE – Subscribers
- 2. Click on EXPORT TO CSV



- 3. Choose the program to open your list (Excel)



Exporting to .csv

	A	B	C	D	E	F	G	H
1	First Name	Last Name	Email	Oldest Child' Name	Year Level	Status	Created	
2	Sponsored	Helpdesk	helpdesk@sponsor-ed.com.au	Owen	PrepR	No	12/03/14	
3	Sinead	Bannon	sinead.b@sponsor-ed.com.au	Aidan	1/2C	Yes	12/03/14	
4	Denis	Masseni	denis.m@sponsor-ed.com.au	Michael	5P	No	12/03/14	
5	Sinead	Bannon	sinead_bannon@hotmail.com	Emily	1/2F	Yes	12/03/14	
6								
7								
8								
9								

You can now sort your list as you would with any excel spreadsheet. It gives you a list of who is/is not approved. (Status)

It also gives you their date of subscription.