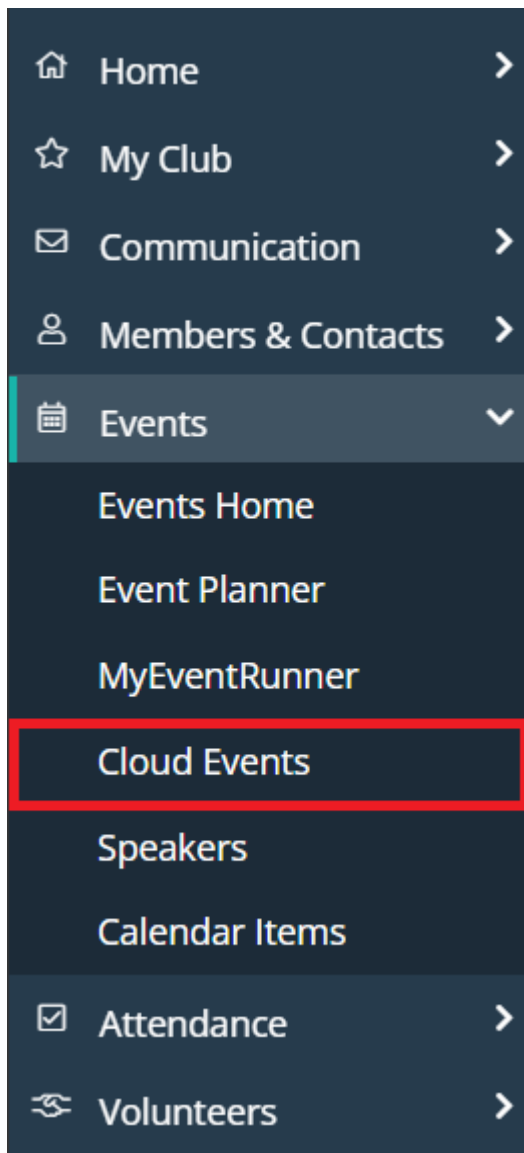


## How can I export attendee & order information?

Michael M. - 2025-06-03 - Events

Once your Cloud Event is set up and registrations are open, you can begin to collect information in ClubRunner regarding the submitted orders and attendees. This support article will show you how to export the data regarding your Cloud Event's orders and attendees to a csv file.

1. To begin, log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Click the arrow next to **Events** in the left-hand menu navigation, then click **Cloud Events**.



3. Click the **Manage** button on the event you wish to export information for.

# Event List

Search

All

Rotary

DISTRICT  
CONFERENCE  
2024

Celebrating 50 Years!

Jun 11, 2024

Kelso Park

GET YOUR TICKETS!  
Doors Open 8:00 AM

Thanks to our sponsors:  
The Halton Food Bank  
Royal Bank of Canada  
Microsoft

District Conference 2025

Jun 14, 2025 7:30 AM - 3:00 PM [UTC-04:00](#)

Kelso Park & Conservation Area

1 attendee

Manage

2024 MUSIC  
FESTIVAL

JUN 8 - 9, 2024

Rotary

Hosted by the  
Rotary Club of Kipling

11th Annual Rotary Musicfest

Jun 18, 2025 12:00 PM - Jun 20, 2025 11:30 PM [UTC-04:00](#)

Scotiabank Arena

217 attendees

MusicFest

Manage

4. Click on either the **Orders** or **Attendees** tab, depending on which type of export you are looking for.

## District Conference 2025

Dashboard

Orders

Attendees

Email

Documents

5. You will see a list of this event's orders or attendees, depending on your selection in the previous step. You may use the filters at the top of the page to narrow the displayed results.

Order Number

Registration Status

Completed

Update Results

Date

Custom

Date Range

 to

Buyer

Guest

Include

Ticket

All

Product

All

Balance

Any

6. Click the checkboxes to the left-hand side of the orders or attendees you wish to export.

Bulk Actions ▾	Email	Export Orders	Export Registrations
5 of 130 total records selected.			
<input type="checkbox"/>	DATE ▾	NUMBER ▾	BUYER
<input checked="" type="checkbox"/>	Dec 06, 2024	151	Bethany Beig
<input checked="" type="checkbox"/>	Nov 01, 2024	80	Sybil Bertrand <small>guest</small>
<input checked="" type="checkbox"/>	Sep 17, 2024	139	Daisi Breakwell
<input checked="" type="checkbox"/>	Sep 06, 2024	134	Kurtis Scroggs <small>guest</small>
<input checked="" type="checkbox"/>	Aug 14, 2024	133	Alverta Scadden <small>guest</small>
<input type="checkbox"/>	Aug 14, 2024	132	Dorri Rue <small>guest</small>
<input type="checkbox"/>	Aug 14, 2024	131	Joannes Romei <small>guest</small>

7. Once one or more selections have been made, the buttons above the list will be clickable. You have the following options to export:

Bulk Actions ▾	Email	Export Orders	Export Registrations
All 1 of 1 total records selected.			
<input checked="" type="checkbox"/>	DATE ▾	NUMBER ▾	BUYER
<input checked="" type="checkbox"/>	Apr 16, 2025	164	
All 1 of 1 total records selected.			

Bulk Actions ▾	Email	Export Attendees	Export Registrations
All 1 of 1 total records selected.			
<input checked="" type="checkbox"/>	TICKET #	ORDER # ▾	NAME
<input checked="" type="checkbox"/>	260	164	
All 1 of 1 total records selected.			

- Export Orders - Available on the Orders tab. This export contains information regarding each order, such as its date, status, payment information, and tickets/products purchased.
- Export Attendees - Available on the Attendees tab. This export contains information regarding each attendee, such as their ticket and order numbers, "checked in" status, and their contact information.
- Export Registrations - Available on both the Orders and Attendees tab. This export combines all of the available information from the Orders and Attendees reports into one file.

8. When you have clicked on one of the options above, a window will open displaying the pending export. It will automatically download from your browser when the file has completed exporting, or you may click **Download CSV** to manually download the file.

