## ClubRunner

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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.

- To begin, log in to your account through your club homepage, then click on Member Area on the top right under your club banner. <u>Alternatively, click here to go</u> <u>directly to the ClubRunner login page.</u>
- 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**



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



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.					
	DATE 🗸	NUMBER 👻	BUYER		
	Dec 06, 2024	151	Bethany Beig		
	Nov 01, 2024	80	Sybil Bertrand guest		
	Sep 17, 2024	139	Daisi Breakwell		
	Sep 06, 2024	134	Kurtis Scroggs guest		
	Aug 14, 2024	133	Alverta Scadden guest		
	Aug 14, 2024	132	Dorri Rue guest		
	Aug 14, 2024	131	Joannes Romei guest		

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.		
🗹 🝸 DATE 🗸	NUMBER 👻	BUYER
🗹 Apr 16, 2025	164	
All 1 of 1 total records selected.		
Bulk Actions 🕞 Email	Export Attendees	Export Registrations
Ill 1 of 1 total records selected.		
TICKET #	ORDER # 👻	NAME
	161	
260	164	

- 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.

ſ	Export 1 Registrations						×
	Description Export 1 Order(s)		1			Done	
le	Last Updated At	1:22:01 PM	•				
le				Close	🛃 Dow	nload CS\	V