

# ClubRunner

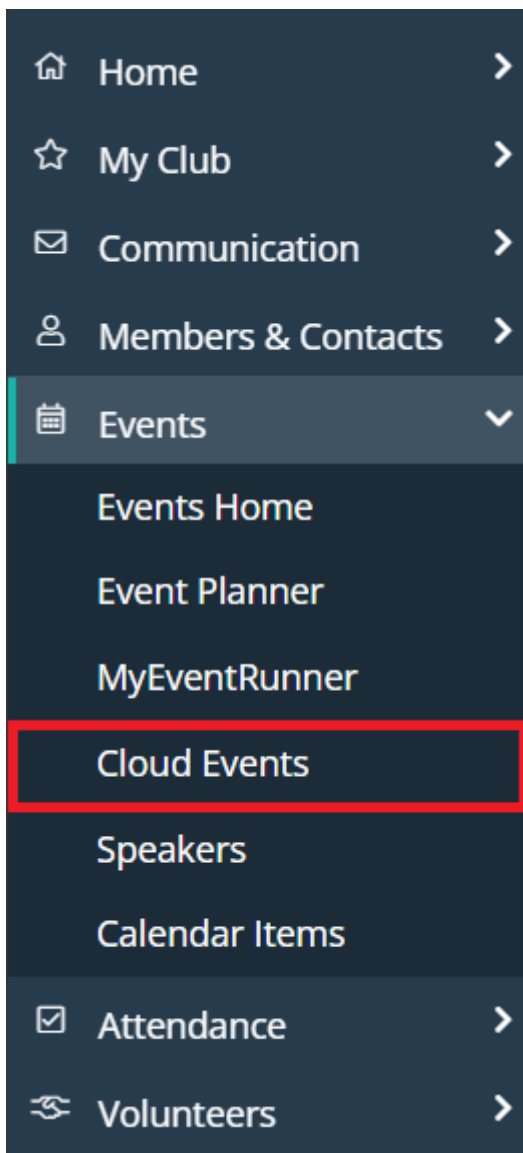
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## [NOVA] How can I export attendee & registration information?

Michael M. - 2026-04-06 - [Events](#)

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

The screenshot shows the 'Event List' interface. At the top, there is a search bar and a filter dropdown set to 'All'. Below are two event cards. The first card is for the 'District Conference 2025', scheduled for Jun 11, 2024, at Kelso Park. It includes a 'Manage' button highlighted with a red box. The second card is for the '11th Annual Rotary Musicfest', scheduled for Jun 8-9, 2024, at Scotiabank Arena. It also has a 'Manage' button.

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

The screenshot shows the event page for 'District Conference 2025' with a 'Live' status. The navigation tabs are 'Dashboard', 'Registrations', 'Attendees', 'Financials', 'Email', and 'Documents'. The 'Registrations' and 'Attendees' tabs are highlighted with red boxes.

5. You will see a list of this event's registrations 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.

The screenshot shows the filter section for the event page. It includes dropdown menus for 'Order Number', 'Date', 'Buyer', 'Ticket', 'Balance', 'Registration Status', 'Date Range', 'Guest', and 'Product'. There is also an 'Update Results' button.

6. Click the checkboxes to the left-hand side of the registrations 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.

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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 Registrations 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 Registrations and Attendees tab. This export combines all of the available information from the Registrations 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.

## Export 1 Registrations



Description

Done

Export 1 Order(s)

1

Last Updated At

1:22:01 PM

Close

 Download CSV