

# ClubRunner

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## How do I export a filtered contact group?

Michael C. - 2021-02-25 - Contacts

You may further filter an export file to include specific members of a Contact Group. These files are standard for most spreadsheet programs, such as Microsoft Excel. This feature allows you to share your ClubRunner created contact lists as desired and to keep a record of contacts separate from your website.

1. If you wish to export a filtered list generated from a specific contact group, you must be on your **Groups** page.

Name ▲	Number ▼	Type	Label Color	Actions
Community Partners	1	Custom	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Guests of meetings	1	System	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Inactive Members	0	System	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Media Contacts	5	Custom	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Member Prospects	0	Custom	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Sponsors	0	Custom	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

2. Click on **View Contacts** to the right of the contact group you wish to export.

Name ▲	Number ▼	Type	Label Color	Actions
Community Partners	1	Custom	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Guests of meetings	1	System	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Inactive Members	0	System	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Media Contacts	5	Custom	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Member Prospects	0	Custom	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Sponsors	0	Custom	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

3. This brings you to list of contacts within that group. To filter this list, enter your filter search term in the search field above the list of contacts.

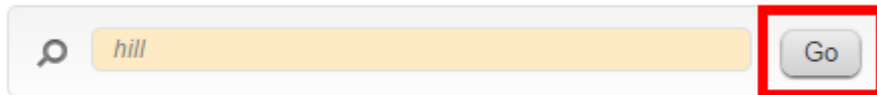
**Contacts in Member Prospects Group**  
10 contacts

Show 25 entries

Sort by: Last Name | First Name | Email | Phone

Last Name	First Name	Primary Email	Primary Phone	Groups	Action
Blair	Eric	orwell@example.com			View
Carter	Randolph	kadath@example.c...			View
Degler	Claude	cdegler@example...		Guests of meetings	View
Hill	Barney	barneyhill@exampl...			View
Hill	Betty	bettyhill@example...			View

4. Once you have entered your search term, click **Go**.

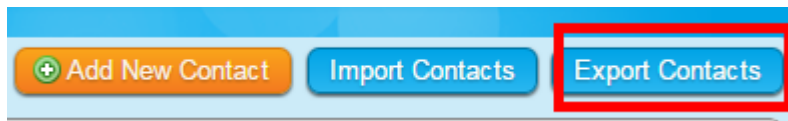


5. You will now see a contact list filtered according to the search term.

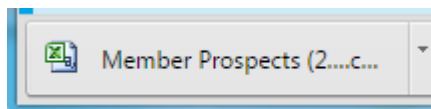
Sort by: Last Name | First Name | Email | Phone

Last Name	First Name	Primary Email	Primary Phone	Groups	Action
Hill	Betty	bettyhill@example...			View
Hill	Barney	barneyhill@examp...			View

6. Now, click on the **Export Contacts** button above the list.



7. A CSV file is automatically generated and downloaded to your computer. On most systems you will be able to locate this file in the Downloads folder, but this may vary according to your operating system and personal browser settings.



#### Related Content

- [How do I export contacts?](#)
- [How do I import our contacts?](#)