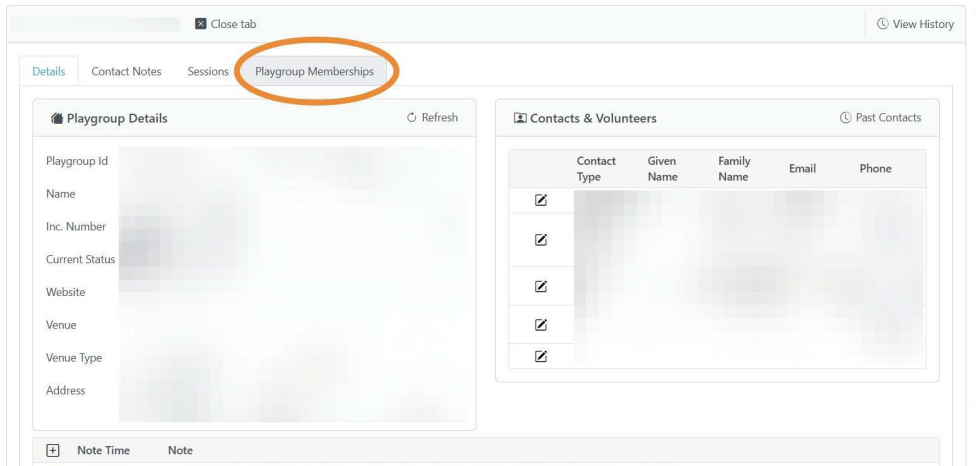


## Playgroup WA Membership System Instructions

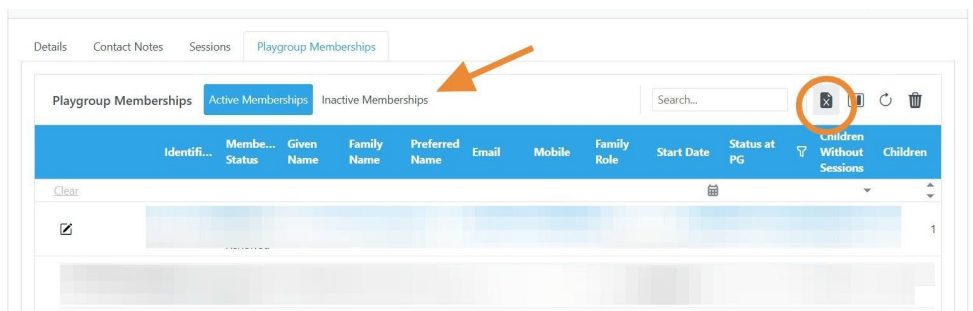
### EXPORTING MEMBER DATA

To export all playgroup members

1. Navigate to your Playgroup Details window
2. Click '**Playgroup Memberships**' in the top tabs

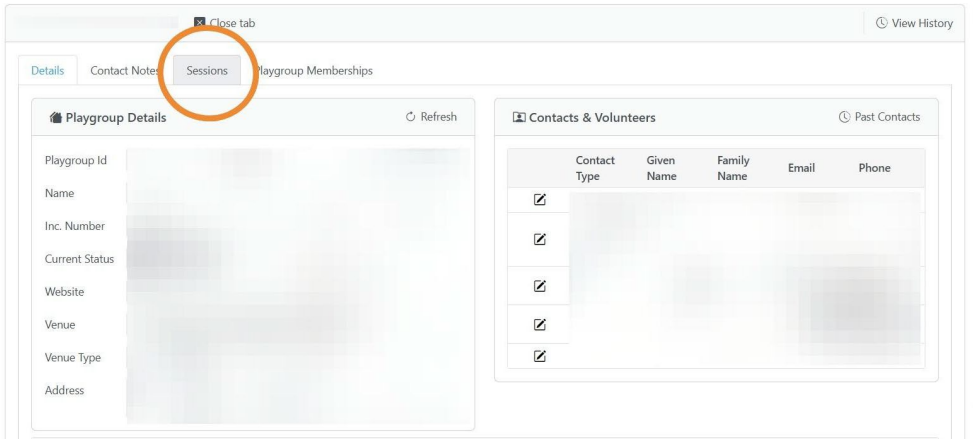


3. Select '**Active**' or '**Inactive**' Memberships and click the '**Export**' button and your data will automatically be downloaded into an Excel spreadsheet

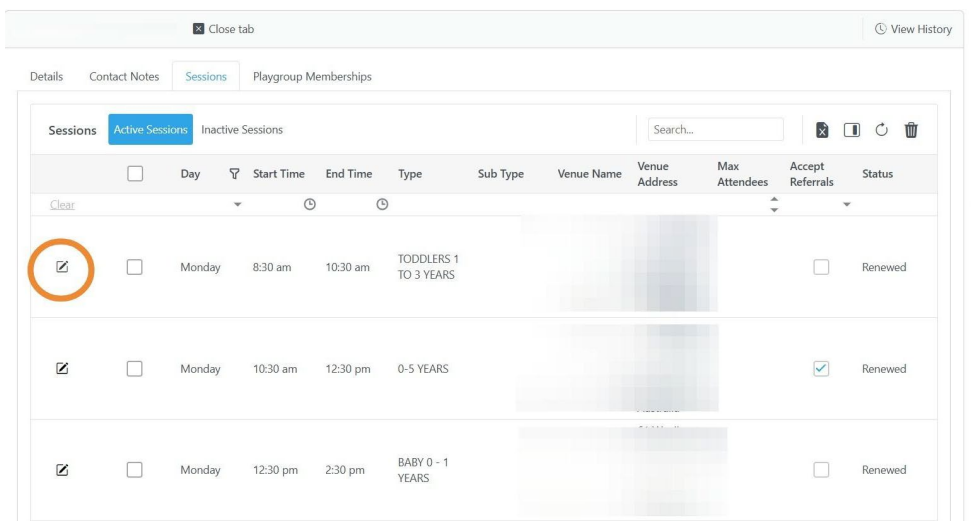


To export members from a session

4. Navigate to your Playgroup Details window
5. Click '**Sessions**' in the top tabs



6. Click **'Edit'** next to the sessions



7. Scroll down to **'Session Members'** and click the **'Export'** button and your data will automatically be downloaded into an Excel spreadsheet

