

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

Playgroup Details	🖒 Refresh	Conta	acts & Volunt	teers			Past Contacts
Playgroup Id			Contact Type	Given Name	Family Name	Email	Phone
Name		Z					
nc. Number		Z					
Current Status							
Nebsite		\mathbf{Z}					
/enue							
/enue Type							

3. Select 'Active' or 'Inactive' Memberships and click the 'Export' button and

your data will automatically be downloaded into an Excel spreadsheet

Playgroup Men	nberships	ctive Member	rships Ina	active Membe	erships				Search		(0
	Identifi	Membe Status	Given Name	Family Name	Preferred Name	Email	Mobile	Family Role	Start Date	Status at PG	Ţ	Cnildren Without Sessions	Children
<u>Clear</u>									₿			*	
\mathbf{Z}													

To export members from a session

(08) 9228 8088

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

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FOR PLAYGROUPS



tails Contact Note: Sessions Playgroup	Memberships						
Playgroup Details	🖒 Refresh	Conta	acts & Volun	teers			③ Past Contacts
Playgroup Id			Contact Type	Given Name	Family Name	Email	Phone
Name							
Inc. Number		Z					
Current Status		Z					
Website		\mathbf{Z}					
Venue		\mathbb{Z}					
Venue Type		Z					

6. Click 'Edit' next to the sessions

		× Close	e tab								C View Hi
tails Co	intact Notes	Sessions	Playgroup N	1emberships							
Sessions	Active Sess	ions Inactiv	e Sessions					Search		×	I C 🔟
		Day	Start Time	End Time	Туре	Sub Type	Venue Name	Venue Address	Max Attendees	Accept Referrals	Status
<u>Clear</u>			* 0) (C)				÷		*
		Monday	8:30 am	10:30 am	TODDLERS 1 TO 3 YEARS						Renewed
Z		Monday	10:30 am	12:30 pm	0-5 YEARS						Renewed
Z		Monday	12:30 pm	2:30 pm	BABY 0 - 1 YEARS						Renewed

7. Scroll down to 'Session Members' and click the 'Export' button and your

data will automatically be downloaded into an Excel spreadsheet

Sessio	n Members						Search		0 0 0
	Session Name	Identification	Membership Status	Given Name	Family Name	Preferred Name	Email	Phone Number	Family Role
Clear									
Z									
	Child Details:								
Z									
	Child Details:								
Z									
	Child Details:								

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