

Exporting

Introduction

Quick Answer

- Login to your **Club Control Panel**.
- Click **Site Membership**.
- Select **Export** from the left-hand menu.

In this guide, you will learn how to export your membership database and export selected data using filters.

Exporting your Database

Your online membership database allows you to store and manage membership data in one secure place online.

Your club can control who has access, and we recommended all changes are made via the online tools provided by Pitchero.

However, there may be occasions when the data you have collected needs to be used offline, such as providing a copy of the data to a secretary that doesn't use the website, or providing pitch side player contact info.

With Pitchero, you can export your data to an Excel spreadsheet at any time.

To do this, access your Club Control Panel and click the 'Membership' tab, then select 'Export' from the left-hand menu.

The screenshot shows the Boston United Football Club Club Control Panel. The top navigation bar includes the club logo, name, and URL. A 'LIVE' status indicator is present. The main navigation menu includes Dashboard, Site Content (19), Teams, Membership (90), Payments, Communication, Performance, Packages, and Settings. The 'Membership' tab is selected and highlighted. The left-hand menu under 'Membership' includes Dashboard, Membership Database, Requests (90), Manage Conflicts, Groups, Teams, Fields, Registration Form, and Import. The main content area is titled 'Export Members' and contains the following text: 'The Export tool allows a club to download their entire membership database. Select the data you wish to download and click the Export button.' Below this text are two sections: 'Step 1: Choose Your Fields' and 'Step 2: Ordering'. 'Step 1: Choose Your Fields' includes a list of fields with checkboxes: Member ID, First name, Last name, Gender, and Date of birth. 'Step 2: Ordering' includes a dropdown menu for 'Order by' (Last name) and a dropdown menu for 'Direction' (Ascending).

Export

Invite

☒ Email address
☒ Address line 1
☒ Address line 2
☒ City


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You will see a page containing two easy steps.

Step 1

: Choose Your Fields

Choose the data you wish the export by adding or removing fields in the 'Choose Your Fields' list.



Boston United Football Club

LIVE

http://www.bostonunited.co.uk/

Need some help? Visit the Help Centre

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Fields

Registration Form

Import

Export

Invite

Export Members

The Export tool allows a club to download their entire membership database.
Select the data you wish to download and click the Export button.

Step 1: Choose Your Fields

☒ Member ID
☒ First name
☒ Last name
☒ Gender
☒ Date of birth
☒ Email address
☒ Address line 1
☒ Address line 2
☒ City

Step 2: Ordering

Order by

Last name

Direction

Ascending

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Top Tip

- If you are only interested in viewing specific data, then removing fields will make the spreadsheet easier to read and manage.

Step 2

: Ordering

Choose how you wish the spreadsheet to be ordered (e.g. in alphabetical order using a last name or one of your custom fields).



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Export Members

The Export tool allows a club to download their entire membership database.
Select the data you wish to download and click the Export button.

Step 1: Choose Your Fields

Step 2: Ordering

Once you have finished, scroll to the bottom of the page and click the green 'Export' button.

A .CSV file will then automatically download to your computer. This file contains all the data you have selected, and can be opened in Excel or similar software.

Exporting Filtered Results

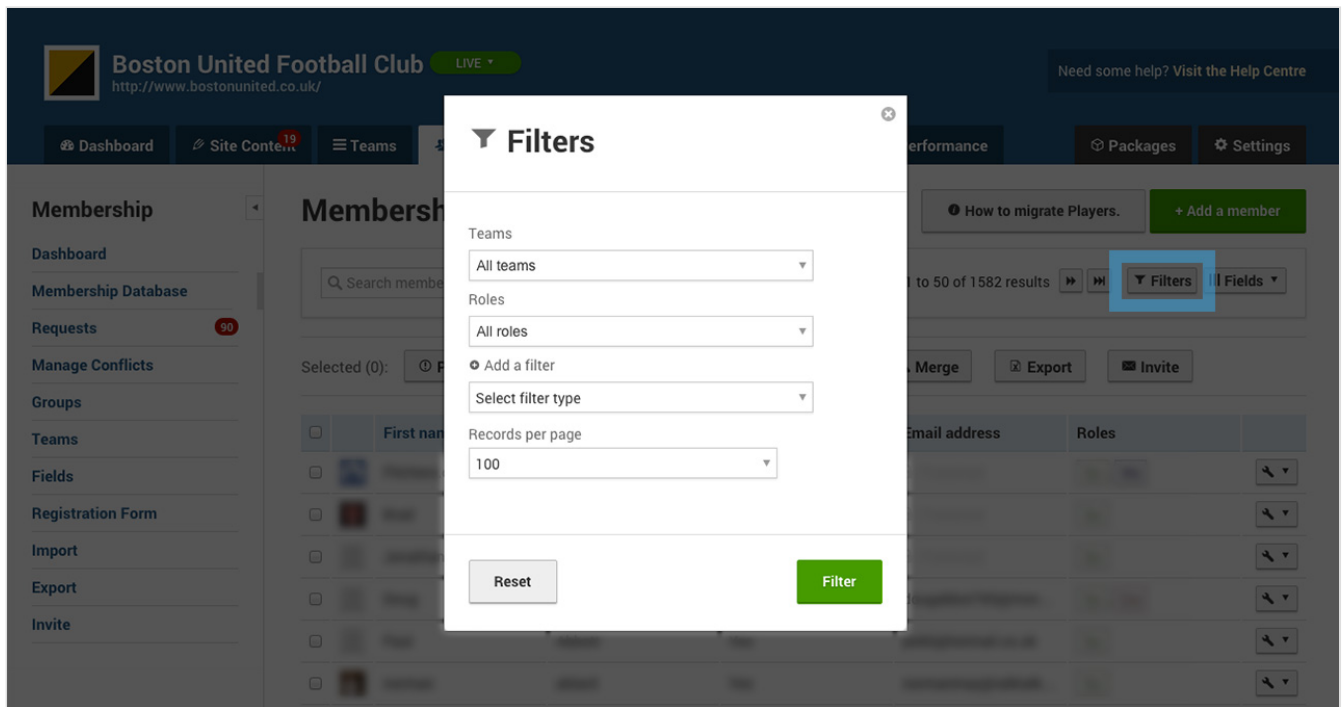
At times, you may need to export data for certain groups within your club.

This could be a particular group of players or parents, members that have or haven't paid for a Payment Product or any other group of members based on the fields attached to your database.

To export a specific group of people, you will first need to filter your membership database.

To do this, access your Club Control Panel and click the 'Membership' tab, then select 'Membership Database' from the left-hand menu.

You can filter the members in your database by clicking the 'Filters' button towards the top-right of the page.

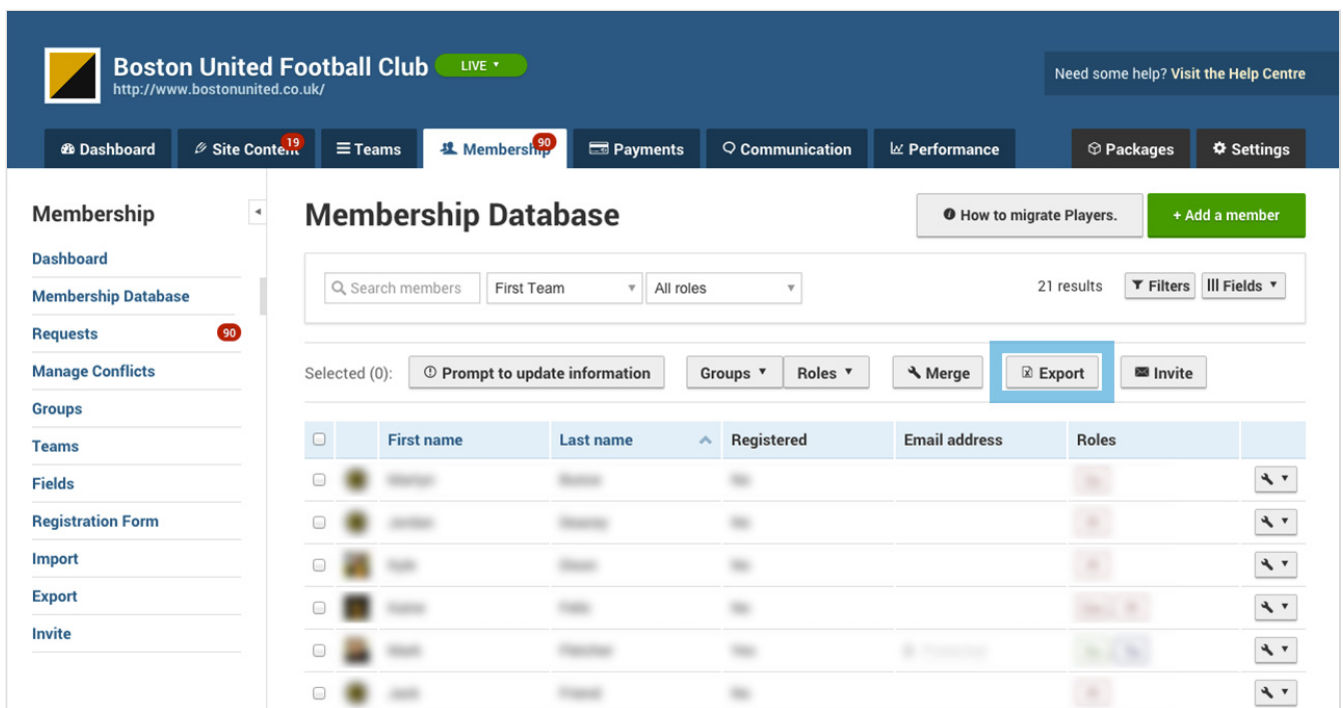


Here you use the quick filters to filter members by team or role, or create more advanced filters by clicking 'Select filter type' underneath the 'Add a filter' text.

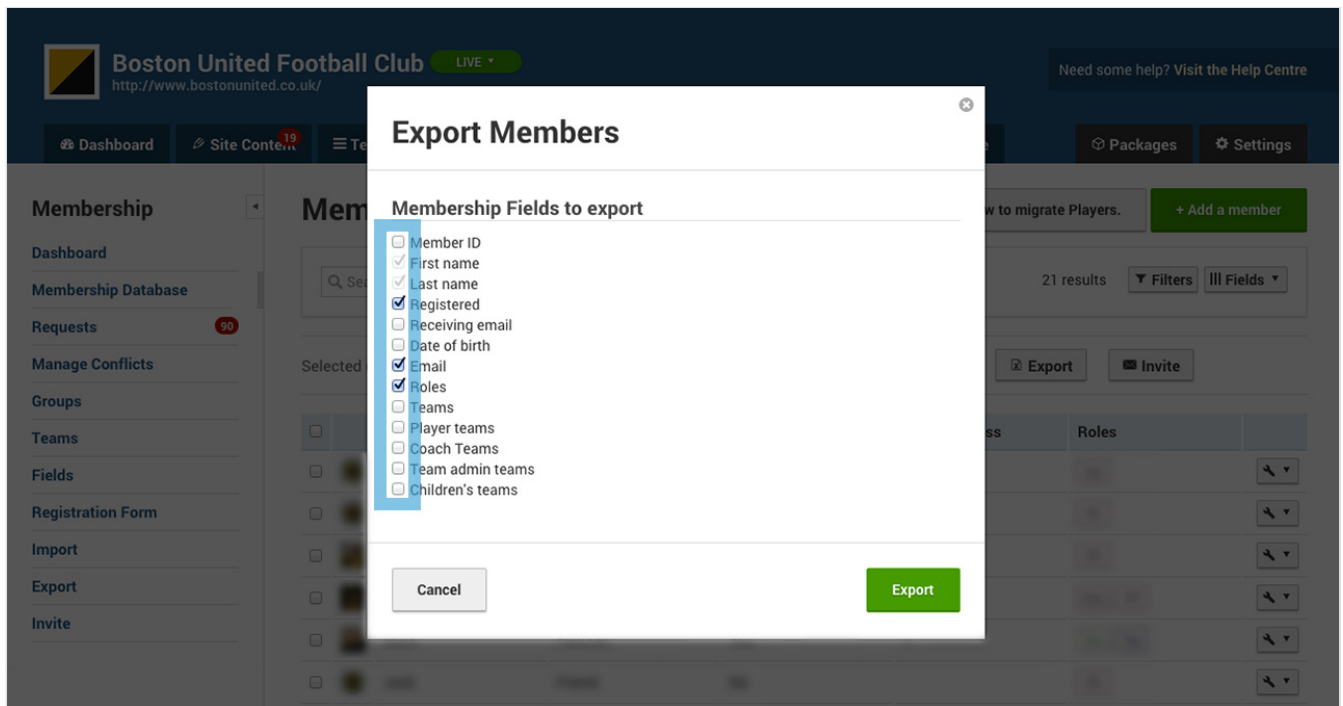
For more help on using filters, [CLICK HERE](#).

Once you have applied your filters, the database will update to display the filtered results.

Click the grey 'Export' button located towards the top of the page above the row of column titles.



On the 'Export Members' overlay that appears, choose the membership fields and Payment Products that you wish to include in the export.



Click the green 'Export' button when complete and a .CSV file will automatically download to your computer. This file contains your selected information and can be opened with Excel or similar software.
