# 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.

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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.

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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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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.

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

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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.

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

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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.