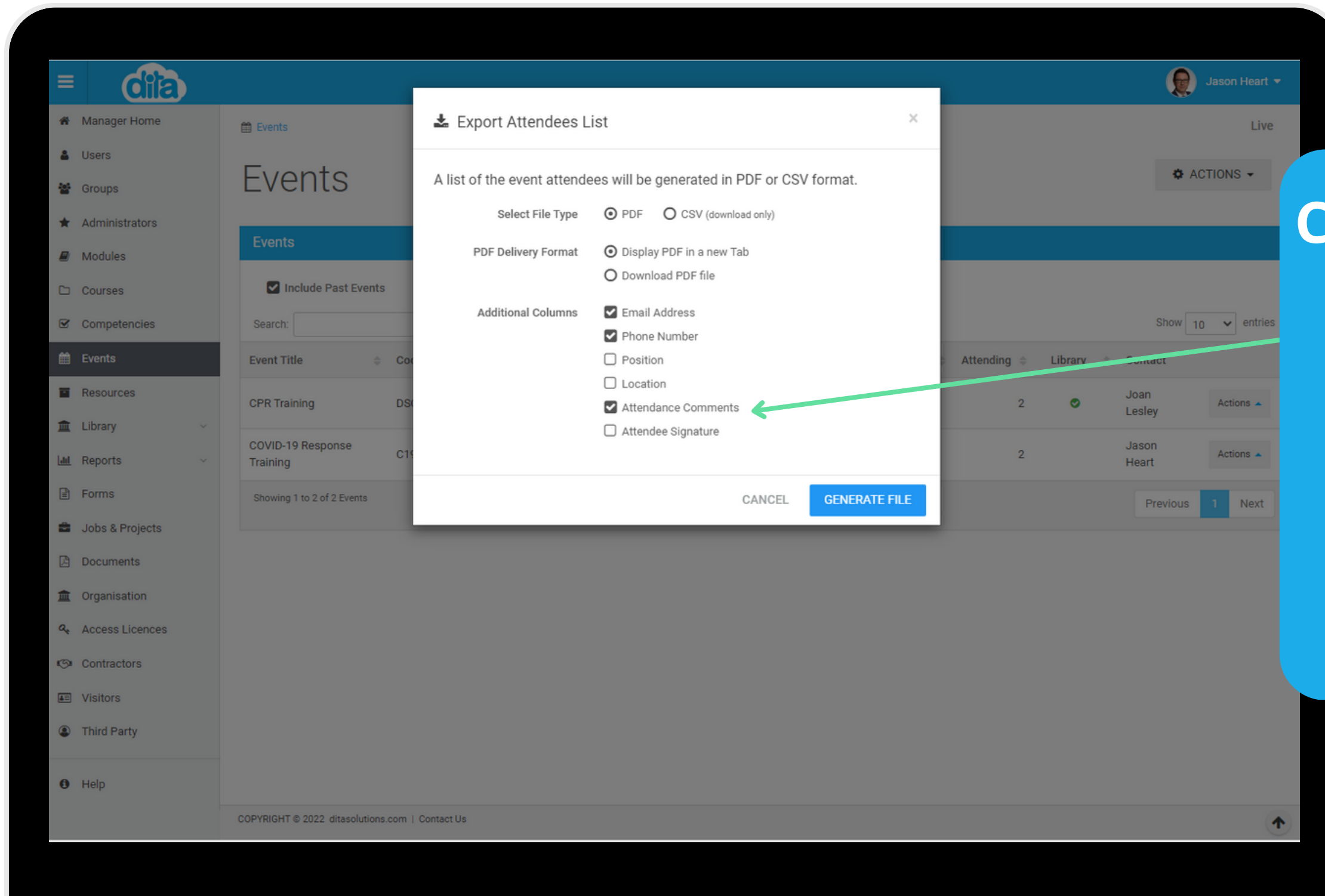


Update to Events Attendee List Export

Reporting on events has been improved with an update to the Attendance List export now including "Attendance Comments" in the PDF or CSV. Ensure you check the **Attendance Comments** box when completing your export

Events Update



Creating the Export

In the Events Tab, select the Event you want to report on

1. In the Actions, select "Export Attendees List".
2. Select if you want a PDF or CSV export.
3. Check the Attendance Comments box then generate your file
4. The report will automatically download for you.