

Export Individuals from an Event Registration Roster

With appropriate rights, you can export individuals to an Excel spreadsheet for use outside of Access ACS.

Select the individuals you want from the list, or to select all of the individuals displayed, select the check box beside Registrants in the grid. You can also export information about individuals selecting the search filters on the Registrations page.

To export individuals to an Excel spreadsheet

1. Point to **Events**, then click **Registrations**.
2. Select the event, and, if necessary, filter the list of registrants.
 - To select single registrants, select the check box beside the desired individual.
 - To select all of the registrants on the current page, select the check box beside **Registrant** at the top of the grid.
 - To select all registrants, select **ALL** from the **Records Per Page** drop-down menu.
3. Select **Export to Excel** from the **I want to** drop-down list, then click **Go**.

Related Topics

[Copy Event Registrants to an Activity Group, Class Roster, or Small Group](#)
[E-mail Event Registrants](#)
[Registrations](#)