

# Download or Print Event Attendee List

## GroupWorks - How To

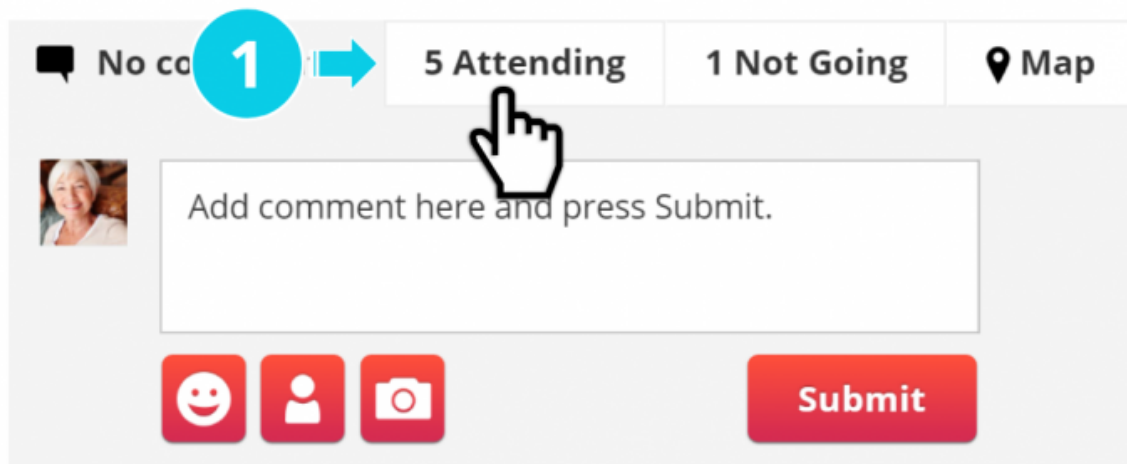
<https://app.groupworks.com/#/support/tutorials/29>

### Step 1

Scroll to the bottom of the Event to just above the Comments section. Press the Attending tab.



Add event to: [Outlook](#), [iCal](#), [Google Calendar](#)



*Step 1. Press the Attending tab.*

### Step 2

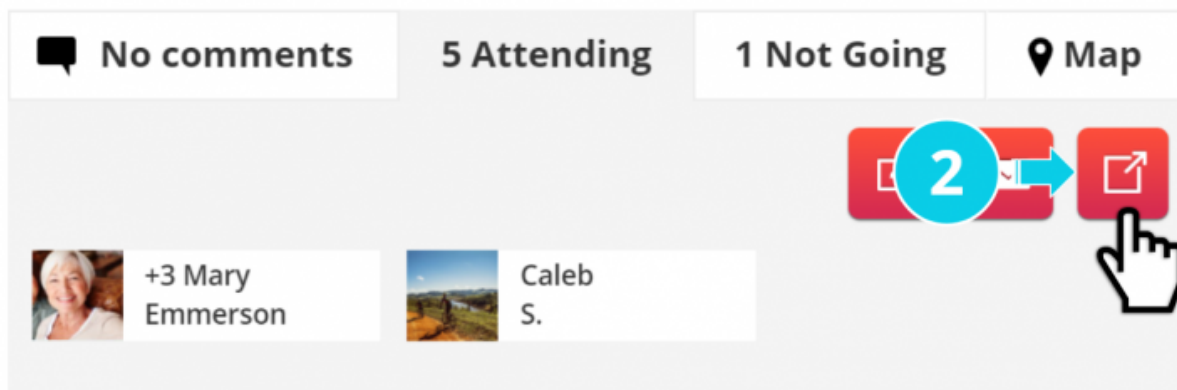
The Attending tab opens a list of the attendees and displays a series of pink buttons:

- Edit (a square and pencil)
- Message (envelope)
- View-in-a-New-Window (a square with an arrow pointing out of it)
- Payments (dollar sign) (if your Group has Payments turned on)

Press the View-in-a-New-Window button.



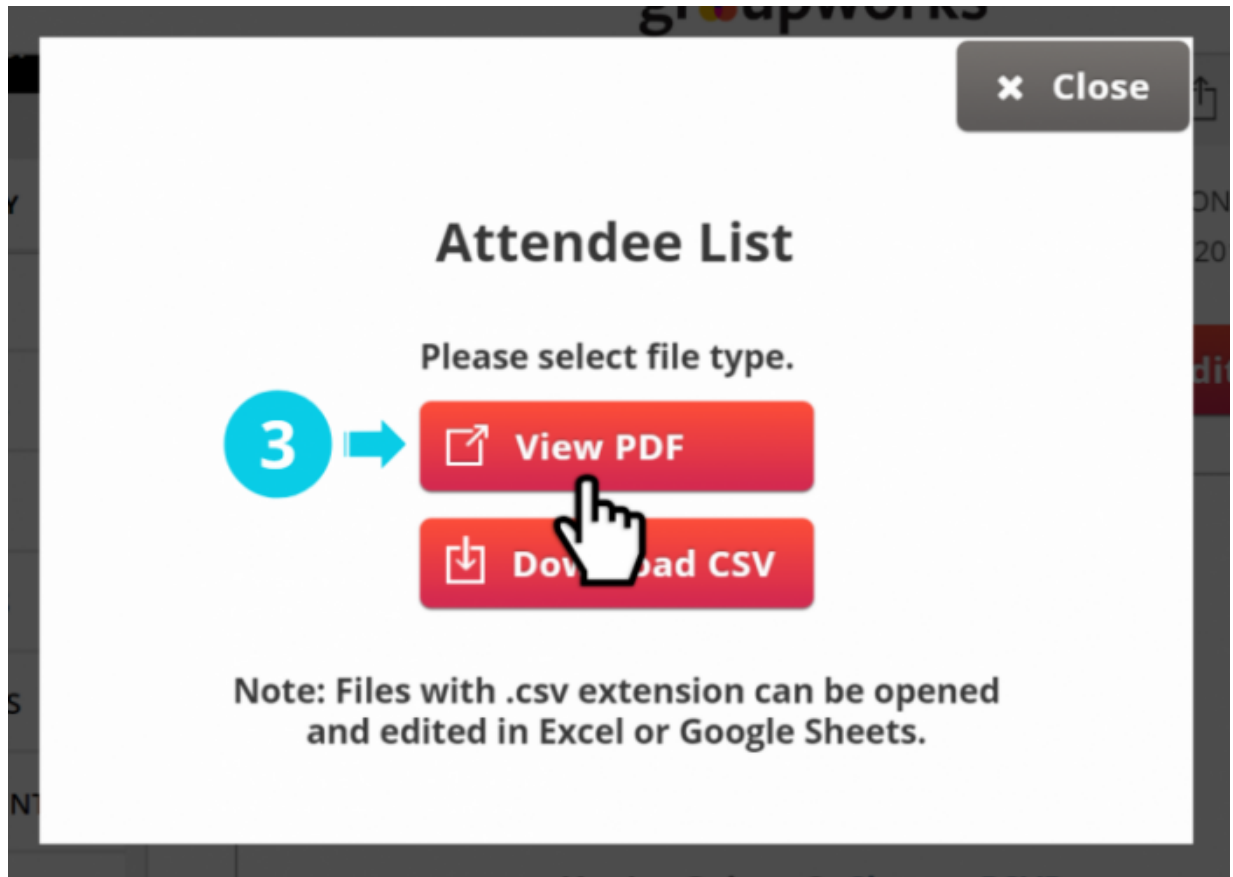
Add event to: [Outlook](#), [iCal](#), [Google Calendar](#)



*Step 2. Press the View-in-a-New-Window button.*

### Step 3

To download a PDF of the Attendee List press the View PDF button.



*Step 3. Press the View PDF button.*

#### **Step 4**

This will open a PDF version of the Attendee List that is perfect for printing.

# November Quilting Bee

## November 10th 08:00am



GroupWorks Attendee List as of 09/28/18 at 2pm.

### ATTENDEES

*Alphabetical by last name.*

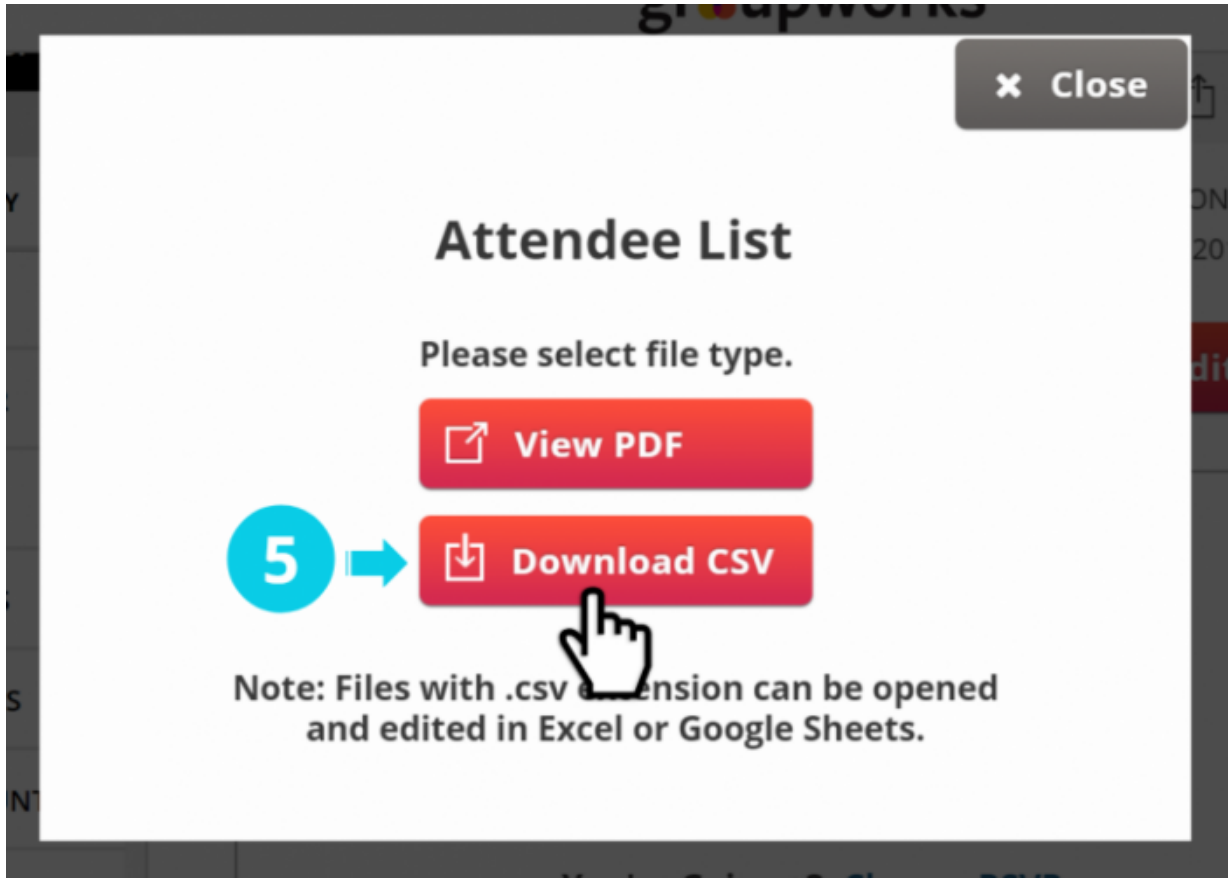
**Mary Emmerson +3**  
**MaryEm@email.com**

**Caleb Stone**  
**calebstone@email.com**

*Step 4. PDF version of the Attendee List.*

### Step 5

To download a CSV (comma separated values) version of the Attendee List press the Download CSV button.



Step 5. Press the Download CSV button.

## Step 6

When you open a CSV it opens in a spreadsheet as a table.

*Note: Files with .csv extension can be opened and edited in Excel or Google Sheets.*

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Status	First Name	Last Name	Email	Home Phone	Mobile Phone	Guests	Guest Names	Registration Time
Attendee	Mary	Emmerson	MaryEm@email.com			3		09/19/18 11:42 AM
Attendee	Caleb	Stone	calebstone@email.com					09/28/18 02:27 PM

Step 6. CSV version of the Attendee List.

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