

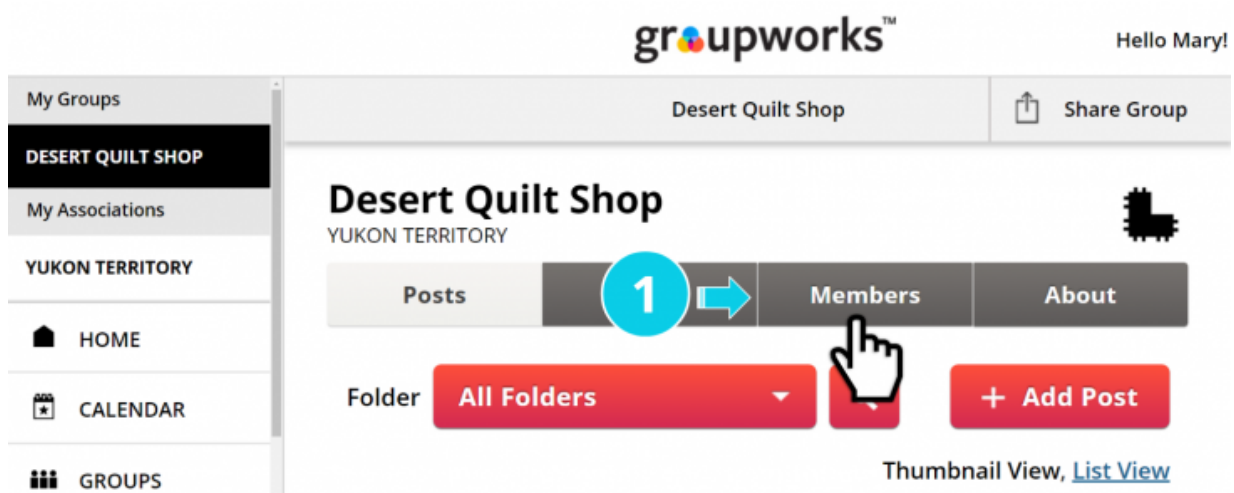
Download or Print Member List

GroupWorks - How To

<https://app.groupworks.com/#/support/tutorials/32>

Step 1

Press the gray Members tab at the top of the Group's screen.



Step 1. Press the Members tab at the top of the Group's screen.

Step 2

Press the More Options button (the pink button with three dots).

Desert Quilt Shop

YUKON TERRITORY



Posts Events **Members** About

Sort by **First Name** **+ Add** **2**

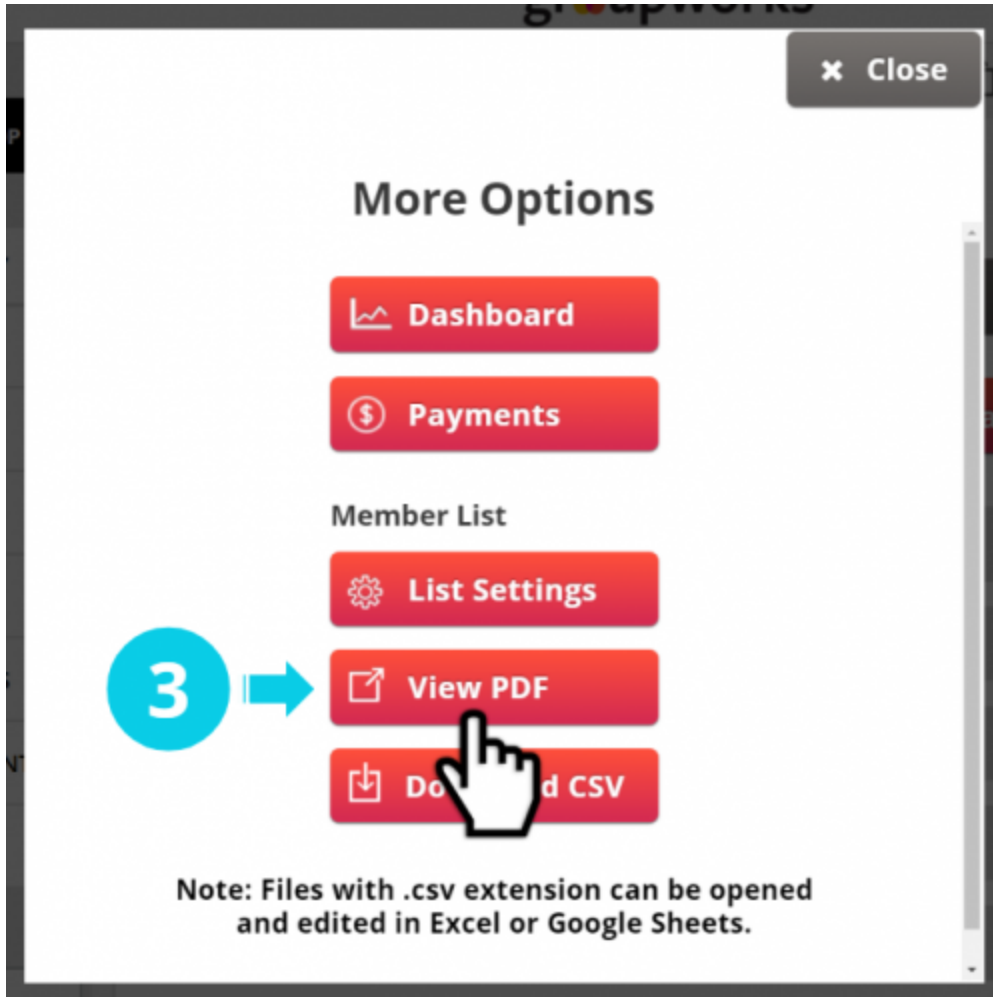
	Adam Hill	L		Edit
--	-----------	---	--	----------------------

Step 2. Press the More Options button.

Step 3

To download a PDF of the Member List press the View PDF button in the More Options pop-up window.

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



Step 3. Press the View PDF button.

Desert Quilt Shop

GroupWorks Member List as of 09/25/18

Alphabetical by last name.

Mary Emmerson

MaryEm@email.com

Address:

123 Allen St.

Apt. 703

New York, NY 10001

Leader

Subgroups: Patchwork

About: Quilter for 25 years. Love my grandchildren. Looking forward to learning more skills and techniques.

Mentor: Has taught many a new quilter and is a wonderful resource.

Adam Hill

adamhill@email.com

Address:

YT Y1A 1A3

Leader

Susan Johnson

susanjohnson@email.com

Home Phone: 555-555-5555

Address:

YT Y1A 1A3

Leader

Subgroups: Patchwork

About: I love quilting, traveling, cooking and gardening.

Advanced Skills: Taught quilting for 20 years

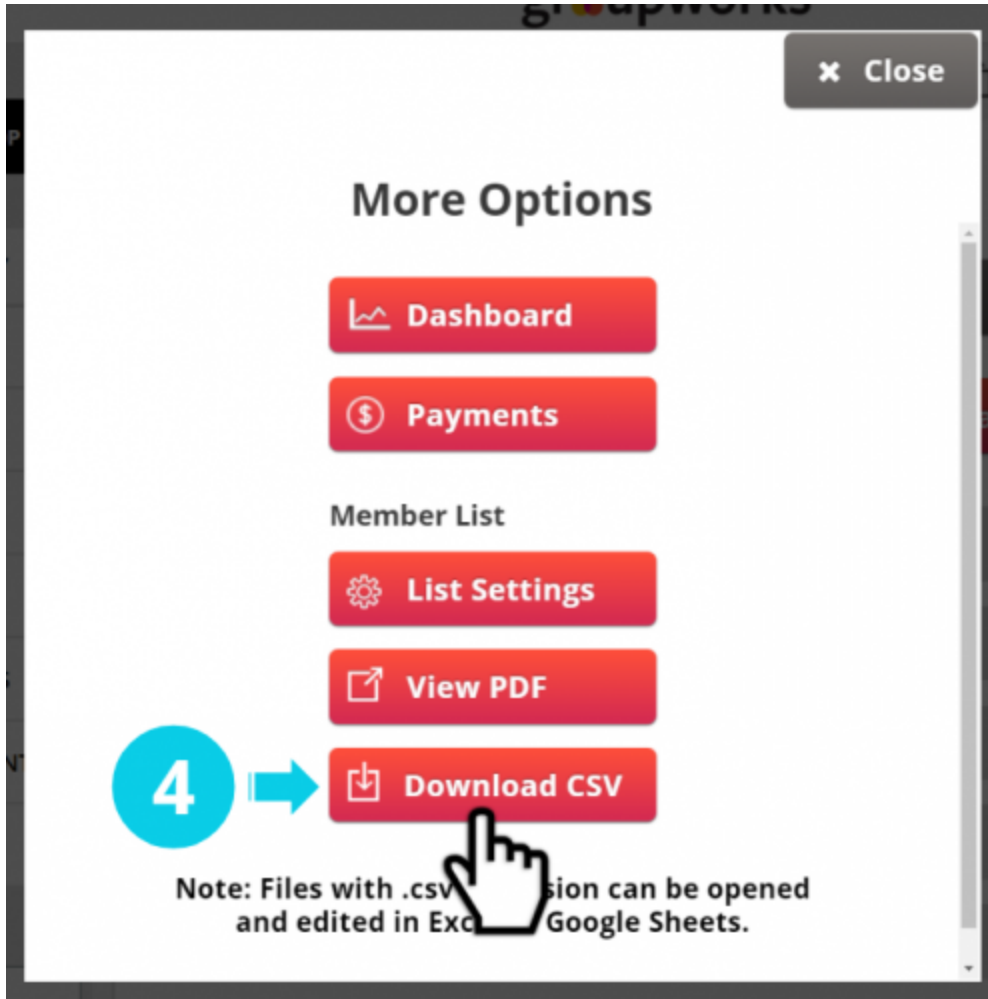
PDF version of the Member List.

Step 4

To download a CSV (comma separated values) version of the Member List press the Download CSV button in the More Options pop-up window.

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.



Step 4. Press the Download CSV button.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
First Name	Last Name	Email	Home Phone	Mobile Phone	Street Address	Suite	City Name	State Code	Zipcode	Role	Title	Subgroups	About						
Mary	Emmerston	MaryE@bmail.com			123 Allen St	Apt. 703	New York	NY	10991	Leader		Patchwork	Quilter for 25 years. Love my grandchildren. Looking for						
Adam	Hill	ahill@bmail.com					VT	YSA 1A3		Leader									
Susan	Johnson	susanjohnson@bmail.com	555-555-5555				VT	YSA 1A3		Leader		Patchwork	I love quilting, traveling, cooking and gardening.						
Barbara	Smith	BarbSmith@bmail.com	555-555-5555				VT	YSA 1A3		Member			I love quilting and travel. Proud grandmother of three.						
Joan	Smith	JoanS@bmail.com					VT	YSA 1A3		Member									
Barney	Stone	BarneyStone@bmail.com					Seattle	WA		Leader									
Danna	Stone	DannaStone@bmail.com					Seattle	WA		Member									
Lady	Sutton	JudeSutton@bmail.com					VT	YSA 1A3		Member									

CSV version of the Member List.

RELATED HOW TO'S

[Add Custom Fields](#)

[Preserve Your Group's Content & Files](#)