

Downloading Person List

Use this function to download person data for reporting, newsletter sending or other administrative functions.

There are three ways to sort and download Person Lists:

Person List/Search ?

[Add New Person](#)

Role

PLAYER

Sub Role

Any Sub Role

Select Sub Roles...

Advanced Search

Person Name or ID

Name contains text

Date of birth range

From

To

Gender

Male

Female

Undisclosed

Registration

Association

Registration Period

Registration Type

Output Fields

Filter

| ID | FULL NAME | EMAIL ADDRESS | HOME PHONE | MOBILE PHONE | WORK PHONE | |
|---------|---------------|-------------------------|--------------|---------------|--------------|--|
| 1000001 | James, John | james.john@domain.com | 01234 567890 | 09876 543210 | 01234 567890 | <div><div></div><div></div><div></div></div> |
| 1000002 | Address, name | address.name@domain.com | 0123 456 789 | 09876 543 210 | 0123 456 789 | <div><div></div><div></div><div></div></div> |
| 1000003 | Address, name | address.name@domain.com | 0123 456 789 | 09876 543 210 | 0123 456 789 | <div><div></div><div></div><div></div></div> |

1. On the Person List screen, use the standard filtering criteria such as role, sub-role, name, date of birth, gender, to create your person list to download.
2. Click **Display Output Fields** link to display output field options. Select the fields you wish to download.

Output Fields

First Name

Middle Name

Last Name

Address1

Address2

Address3

Suburb

ID

Full Name

Email Address

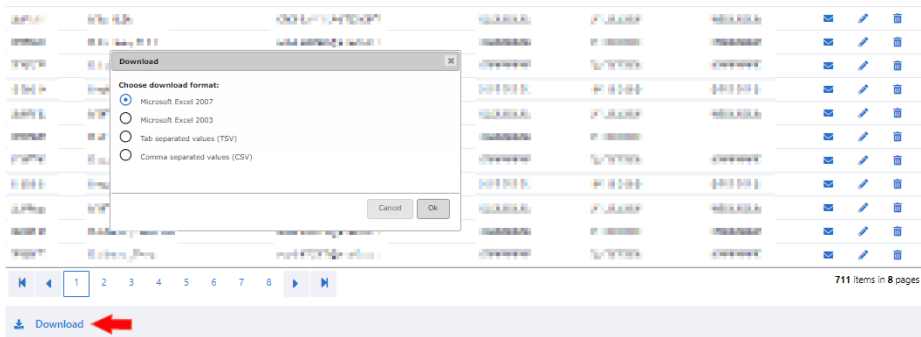
Home Phone

Mobile Phone

Work Phone

Filter

3. Click **Download Data** link at the bottom of the screen.



4. Select your download format option and click **OK**.

Custom Person List Management ?

[+ Add New Custom List](#)

☐ Show lists from all owners

| TITLE | DESCRIPTION | FILTER | LAST UPDATED | OWNER | |
|-------|-------------|-----------------------|-------------------|-------|--|
| test | | 17/U & Open Section 1 | 25/05/2018 8:30PM | ALL | View Edit Delete |

1. On the Custom Person List Management screen, select the custom person list and click **View**. The Custom Person List will display.

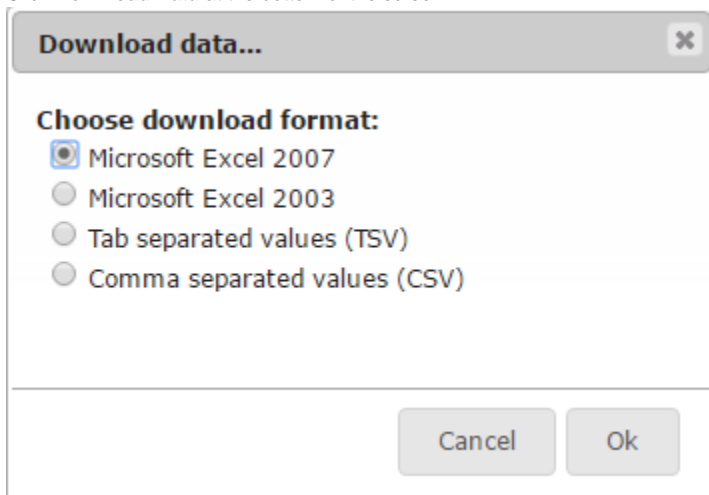
Custom Person List: test ?

[Back to Custom List Manager](#)

| ID | FULL NAME | | | |
|-----------------------|-----------------------|----------------------|----------------------|------------------------|
| 17/U & Open Section 1 | 17/U & Open Section 1 | View | Edit | Delete |
| 17/U & Open Section 1 | 17/U & Open Section 1 | View | Edit | Delete |
| 17/U & Open Section 1 | 17/U & Open Section 1 | View | Edit | Delete |
| 17/U & Open Section 1 | 17/U & Open Section 1 | View | Edit | Delete |
| 17/U & Open Section 1 | 17/U & Open Section 1 | View | Edit | Delete |
| 17/U & Open Section 1 | 17/U & Open Section 1 | View | Edit | Delete |
| 17/U & Open Section 1 | 17/U & Open Section 1 | View | Edit | Delete |
| 17/U & Open Section 1 | 17/U & Open Section 1 | View | Edit | Delete |
| 17/U & Open Section 1 | 17/U & Open Section 1 | View | Edit | Delete |

[Download](#)

2. Click **Download Data** at the bottom of the screen.



3. Select your download format option and click **OK**.

Person Filter Management ?

+ Add New Filter

| TITLE | DESCRIPTION | TYPE | LAST UPDATED | | |
|--------------------------------|--|---------|------------------------|--|--|
| coach | for Netball SA coaches who identify as indigenous | DYNAMIC | 8/09/2015 11:24:00 AM | | |
| Coaching Filter | Filter created from accreditation list of type: Coaching | STATIC | 21/10/2016 11:26:00 AM | | |
| Coaching Filter | Filter created from accreditation list of type: Coaching | STATIC | 17/12/2016 10:13:00 PM | | |
| Coaching Filter (Intermediate) | Filter created from accreditation list of type: Coaching | STATIC | 10/12/2015 6:41:00 AM | | |
| Umpire Role Filter | | DYNAMIC | 6/09/2016 11:02:00 AM | | |
| Umpiring Filter | Filter created from accreditation list of type: Umpiring | STATIC | 3/03/2017 1:45:00 PM | | |
| Umpiring Filter | Filter created from accreditation list of type: Umpiring | STATIC | 3/03/2017 1:45:00 PM | | |

1. On the Person Filter Management screen, select the person filter and click **Edit**. The Person Filter will display.

Person Filter Maintenance ?

[Back to Person Filter Management](#)

Name:

Description:

Filter Type: ☐ Static ☒ Dynamic

Role:

Sub Role: ☒ Any Sub Role ☐ Select Sub Roles...

Advanced Search

Download

Preview

Save

| ID | FULL NAME | DATE OF BIRTH | |
|----|-----------|---------------|--|
| | | | |
| | | | |

2. Click **Download Data** at the bottom of the screen.

Download data...

Choose download format:

☒ Microsoft Excel 2007

☐ Microsoft Excel 2003

☐ Tab separated values (TSV)

☐ Comma separated values (CSV)

Cancel Ok

3. Select your download format option and click **OK**.