

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

FromTo

Gender

Male

Female

Undisclosed

Registration

Association

Select...

Registration Period

Select...

Registration Type

Select...

Output Fields

Filter

ID	FULL NAME	EMAIL ADDRESS	HOME PHONE	MOBILE PHONE	WORK PHONE	
1000001	James, John	john.james@example.com	01234 567890	09876 543210	01234 567890	<div></div>
1000002	Address, name	name@address.com	0123 456 789	0987 654 321	0123 456 789	<div></div>
1000003	Address, name	name@address.com	0123 456 789	0987 654 321	0123 456 789	<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

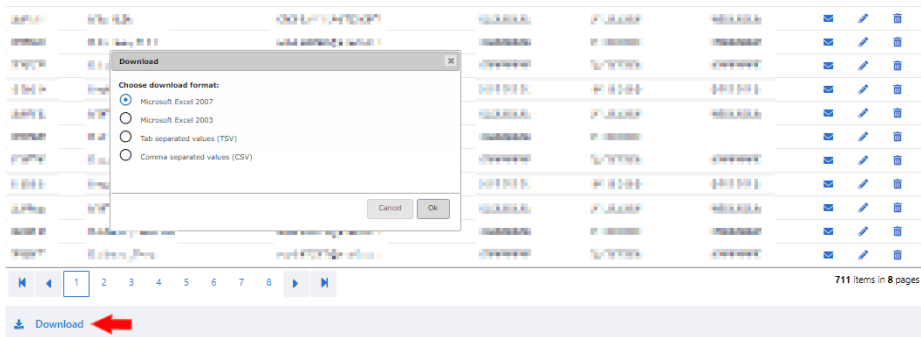
Home Phone

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.

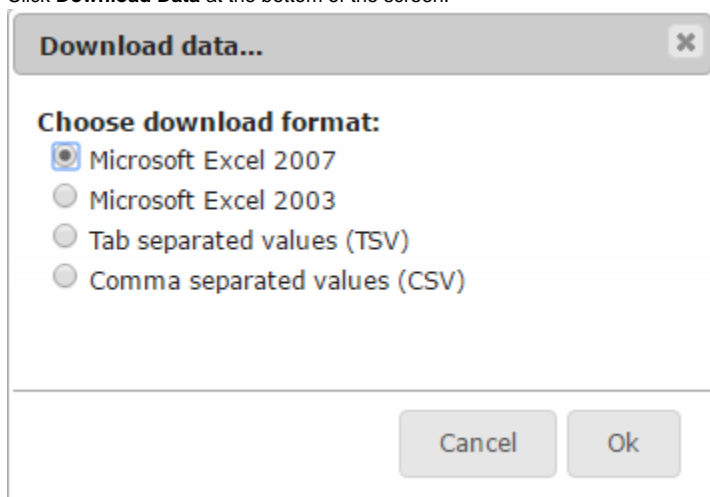
Custom Person List: test ?

[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

[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

ID	FULL NAME	DATE OF BIRTH	

Download

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)

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