

Downloading Registrant Roster

(This document is not fully accessible. If you require an accessible document, please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

Downloading a registrant roster is helpful for filtering participants based on registration options, identifying special accommodations or registration notes, and for saving registrants' contact information

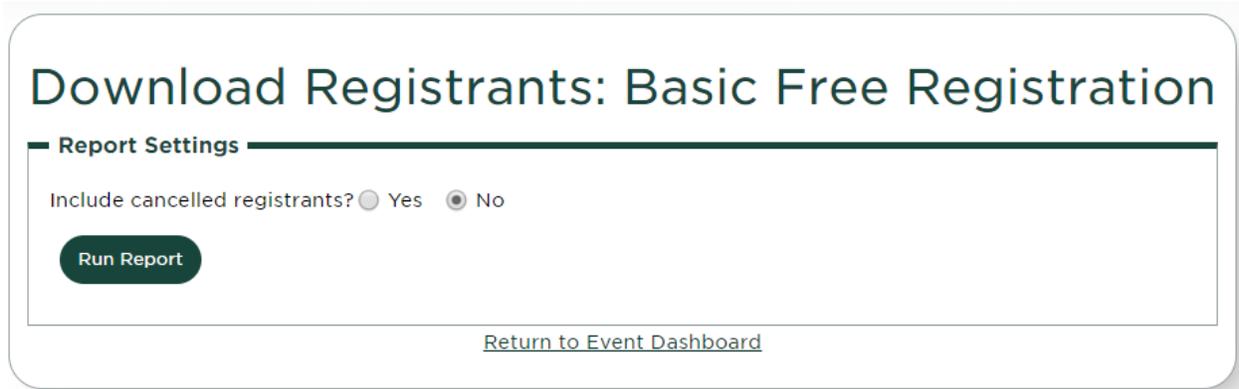
1. Go to your event's dashboard.
2. Click on download registrants

The screenshot shows the event dashboard for 'ONLINE Stress Less with Mindfulness'. At the top, there is a navigation bar with 'Events', 'Staff', 'Templates', 'System', and 'Logout'. The main content area is divided into four sections: 'Event Summary', 'Registration Summary', 'Configure Event', and 'Manage Event'. A blue arrow points to the 'Download Registrants' link in the 'Manage Event' section. Below these sections is a 'Registration Processes' table.

Add Registrant	Online Registration Dates			Number of Registrants		Active
	Early Start	Norm. Start	End	Total	Can-celled	
Participants	03/16/2020	03/16/2020	03/31/2020	55	0	Yes

3. Your report settings will look different depending on if your program is free or not. You may have more selection options that indicate whether you want to include fee information, different tabs per different registration process, canceled registrants or similar questions.
 - a. If you are only interested in reviewing your participants, then select **no** to all options

4. Click Run Report



Download Registrants: Basic Free Registration

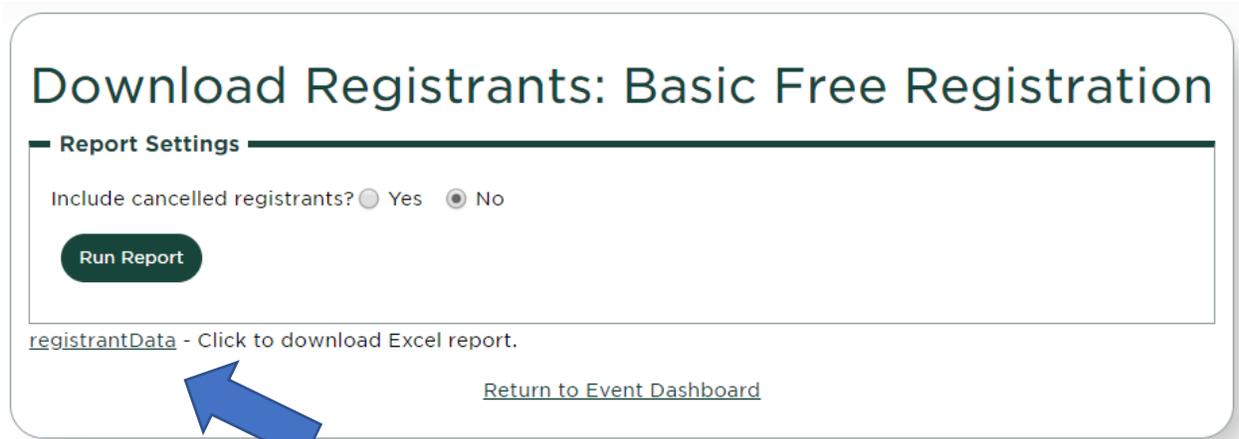
Report Settings

Include cancelled registrants? Yes No

[Run Report](#)

[Return to Event Dashboard](#)

5. An excel document will be generated that you can click on and save to your computer.



Download Registrants: Basic Free Registration

Report Settings

Include cancelled registrants? Yes No

[Run Report](#)

[registrantData](#) - Click to download Excel report.

[Return to Event Dashboard](#)

6. An excel document will open on your computer. You can then save the data to your computer for access later.
 - a. If you save the Excel data before the program has happened, you may not have the most updated information. Make sure to download each time you need the data if your registration process is still open.
7. Once in Excel, it is helpful to use the filter, sort, and alphabetizing tools.