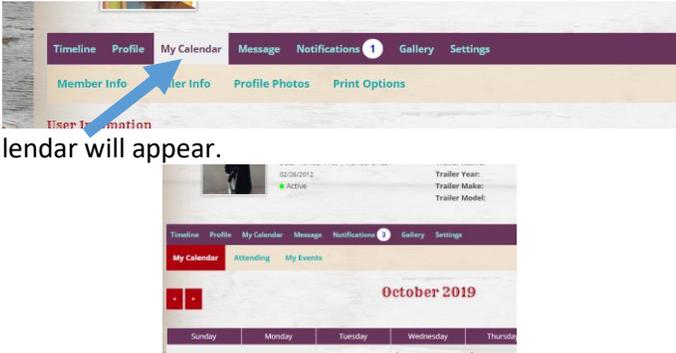
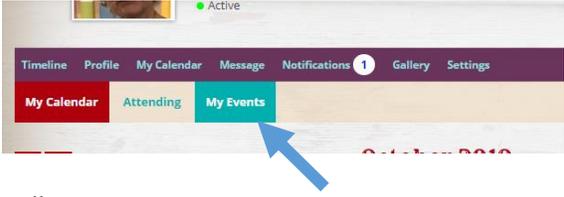


HOW DO I DOWNLOAD A LIST OF ATTENDEES FOR MY EVENT

Step	Action
1	<p>Log in to <i>sistersonthfly.com</i>, hover over MEMBERS AREA, and click MY PROFILE.</p>  <p>Result: Your profile will open. There is a great deal of information available in your profile. See also</p> <ul style="list-style-type: none"> • <i>How to Change Your Profile Photo or Cover Image</i> • <i>What's in Your Timeline?</i> • <i>How do I Change My Notification Setting</i> • <i>How do I Cancel My Membership</i> • <i>How do I Print My Membership Certificate</i> • <i>How do I make sure my settings are set so my wrangler can see my contact information</i> • <i>How do I Cancel a Booking</i> <p>And everything having to do with any event YOU create</p> <ul style="list-style-type: none"> • <i>How do I Submit Attendance for my Event</i> • <i>How do I Manage the Waitlist for my Event</i> • <i>How do I Send Receipts when my Event is Finished</i>
2	<p>In order to download a list of attendees for your event, click My Calendar.</p>  <p>Result: Your calendar will appear.</p>

3 Click **My Events**.



Result: Your events will appear.



4 Click **Attending List**.



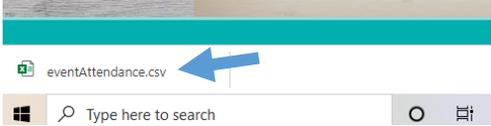
Result: Your event will be displayed.



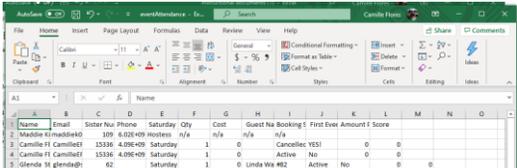
Member Name	Guest Name	Tickets	Description	Member Link
Maddie Kirk	--	Hostess		Member Detail
<input checked="" type="checkbox"/> Camille Flores		• Saturday Lunch	Cancelled TEST of comment on event	Member Detail
<input checked="" type="checkbox"/> Camille Flores		• Saturday Lunch	Active	Member Detail
<input checked="" type="checkbox"/> Glenda Stone	Linda Warwick; #82	• Saturday Lunch	Active	Member Detail
<input checked="" type="checkbox"/> Maddie Kirk		• Saturday Lunch	Active	Member Detail

5 **IF** you want to download a .csv file,

THEN click **Export**, and a .csv file will download.



Note: A .csv file can be used by Microsoft Excel. It looks like this:



Name	Email	Sister Nui	Phone	Saturday	City	Cost	Guest Nui	Booking \$	First Ever	Amount	F	Score
Maddie Kirk	maddie@kirk.com	109	8.028-109	Hostess	N/A	N/A	N/A	0	0	0	0	0
Camille FI	camille@fi.com	15336	4.098-109	Saturday		1	0	0	Cancelled YES	0	0	0
Camille FI	camille@fi.com	15336	4.098-109	Saturday		1	0	0	Active	0	0	0
Glenda SI	glenda@si.com	62		Saturday		1	0	Linda Wrs #82	Active	0	0	0
Maddie KI	maddie@ki.com	109	8.028-109	Saturday		1	0	0	Active	0	0	0

Sisters on the Fly®

ELSE IF	
you want to print to paper or .pdf,	click Print , and control will transfer to your printer where you will click Print .
	