

How do I Download a List of Attendees for my Event

Step	Action
1	Log in to <i>sistersonthfly.com</i> , hover over MEMBERS AREA , and click MY PROFILE.
	RENEW MEMBERS AREA EVENTS STORE GALLERIES ABOUT US BLOG AC
	SISTERLY INFO MY SISTER INFO
	MEMBER NEWS & PROMOS MY PROFILE
	EVENT PLANNING GUIDE MY PROFILE SETTINGS
	NEW SISTER GUIDE MY TIMELINE
	LOGO COMPLIANCE & USAGE INFO MY MAILBOX
	EVENT PET POLICY
	INFO & HOW TO FORMS
	MEMBER SOTF BUSINESS CARDS
	WRANGLER BUSINESS CARDS
	Result : Your profile will open. There is a great deal of information available in your
	profile. See also
	How to Change Your Profile Photo or Cover Image
	What's in Your Timeline?
	How do I Change My Notification Setting
	How do I Cancel My Membership
	How do I Print My Membership Certificate
	• How do I make sure my settings are set so my wrangler can see my contact
	information
	How do I Cancel a Booking
	And everything having to do with any event YOU create
	How do I Submit Attendance for my Event
	How do I Manage the Waitlist for my Event
	How do I Send Receipts when my Event is Finished
2	In order to download a list of attendees for your event, click My Calendar.
	Timeline Profile My Calendar Message Notifications 1 Gallery Settings
	Member Info Profile Photos Print Options
	Result: Your calendar will annear
	Trailer Model:
	Timuline Profile MyCalundar Message Nuclifications and Gallery Settings
	October 2019
	Sonday Munday Fuenday Wedexiday Thursda

Sisters on the fly

3	Click My Events.
	Active
	Timeline Profile My Calendar Message Notifications 1 Gallery Settings
	My Calendar Attending My Events
	Result: Your events will appear.
	My Events
	Attn. Name Date Time
	4/33 Challis Challenge 2019-12-14 09:00:00 Edit Detail Waitlist Book Guest Attending List
	Active / Approved
4	Click Attending List.
	My Events
	Attn. Name Date Time
	4/33 Challis Challenge 2019-12-14 09:00:00 Edit Detail Waltlist Book Guest Attending List
	Resul t: Your event will be displayed.
	Challis Challenge 2019-12-14
	Ticket Options : Saturday Lunch, Print Attend Submit
	Please email your Receipts to admin@sistersonthefly.com
	Member Name Guest Name Tickets Description Member Link
	Maddie Kirk Hostess Member Detail
	Camille Flores • Saturday Lunch Cancelled IESI of comment on event Member Detail
	Glenda Stone Linda Warwick, #82 • Saturday Lunch Active Member Detail
	Maddie Kirk • Saturday Lunch Active Member Detail
5	IF THEN
	you want to download a .csv file, click Export , and a .csv file will download.
	eventAttendance.csv
	Type here to search O H
	Note: A rsy file can be used by Microsoft Eycel. It looks like this:
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