

How to export a list of registered players

1. Go to <https://fpusa.justgo.com> or scan the QR code below.



2. Enter your **email address** for the **Username**. Enter your **password** and click on Log In.
3. If you need to reset your password, click on “Forgot Password?”
4. Select **Menu** from the upper left corner.



5. Scroll down and select **Event Management**.



6. Find your **tournament** and click on the **Manage Booking** icon.

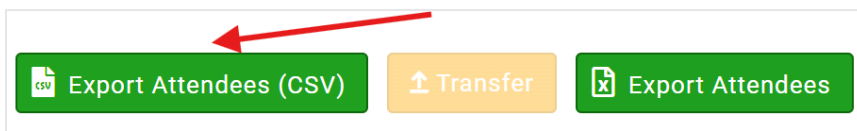
\$70	23	5	Regional Tournament	Accepting Bookings					
				Accepting					Manage Booking

7. **The two export options differ in format and depth:** “Export Attendees (CSV)” downloads a complete roster of every team member in a CSV format, whereas “Export Attendees” generates an XLSX file that only includes the primary registrant who signed up the team.

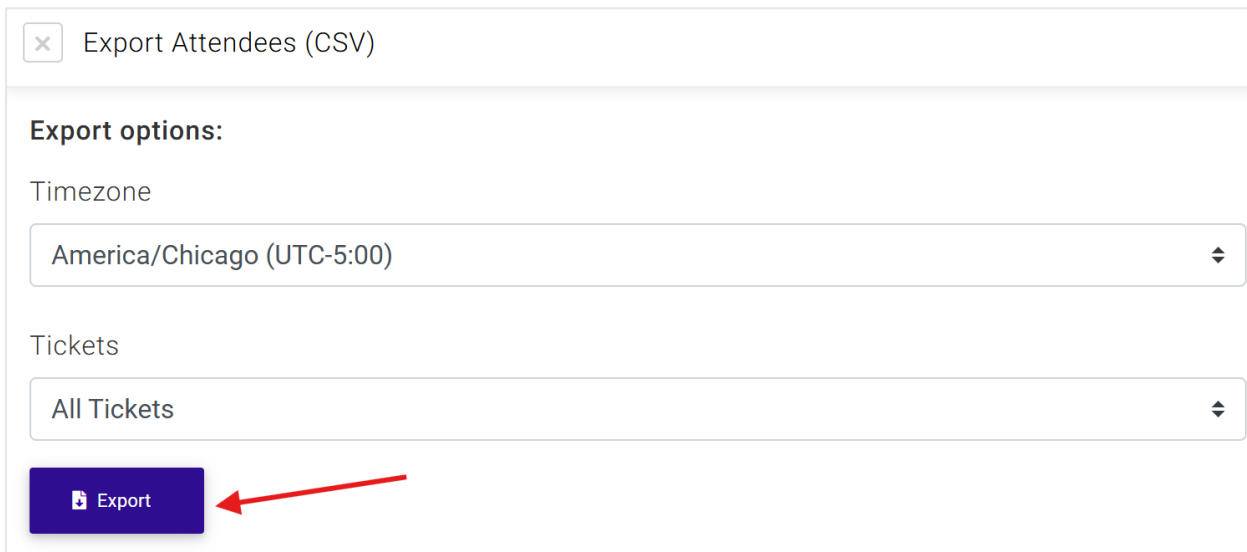


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8. Click on **Export Attendees (CSV)**. This export will include all members of the team.



9. Select the ticket category and click **Export**.

A screenshot of a web form titled 'Export Attendees (CSV)'. It has a section 'Export options:' with two dropdown menus. The first dropdown is labeled 'Timezone' and has 'America/Chicago (UTC-5:00)' selected. The second dropdown is labeled 'Tickets' and has 'All Tickets' selected. At the bottom of the form is a blue button labeled 'Export' with a document icon. A red arrow points to the 'Export' button.

For questions or further assistance, please contact us at: membership@usapetanque.org.

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