How to Export Attendance Data into Excel

To export attendance data from the The Clubhouse Database into an Excel spreadsheet:
1) Navigate to the Attendance Module.
2) Activate the 'Data Entry' panel.
3) Use the 'Find and Edit' capabilities to isolate the attendance records of interest.
   a. . . . by attendance date,
   b. . . . by data entry date,
   c. . . . or, by member.
4) Click on the record selector of the first record that you wish to export (see figure 1).
   a. The record selector is the small gray box just to the left of the name field.
   b. When selected, the record selector will change colors (highlight).

Figure 1

5) Holding down the Shift key, click on the record selector for the last record you wish to export (see figure 2).
   a. The record selectors for all records to be exported should now be highlighted.

Figure 2

6) Press [Ctrl]+C to copy the highlighted records.
7) Click on the spreadsheet where you want to transfer the records.
8) Press [Ctrl]+V to paste the records into Excel.
    a. You may need to increase the width of some cells in order to see the values, rather than #####.