	Wa	rri	ng	yah N	Irchers		
Document Title	IMG Console	: Exporting	j Even	t Entrants (EventDes	q)		
Date Revised	14 th January 2016Document TypeProcedure						
Document ID	PRC001	Version	Α	Distribution List	Exec Committee		

1. Log in to the IMG Console (<u>https://console.imgstg.com/</u>) using your Username and Password.

	IMG SPORTS TECHNOLOGY GROUP
🐊 Login to you	r account
Username	WAadmin
Password	•••••
	Login

2. Once logged in choose EventDesq from the Top Menu



3. Choose the Event you wish to view

				Logg	ed in as: System Administrator			
Warringah Archers Inc					Log Off			
Home Website Members Subs	criptions ShopDesq	EventDesq Registrations Tools Administration			IMGSTG Noticeboard			
Events	EventDesq	y 🕞 Archive 📑 Settlements 🕞 Export Templates	Global PINs	🗒 Global Entry T	/pes			
GROUP	Records: 1-12 of 12	Title	Mode	Archive St	atus Form			
desa	20-Feb-2016	20-Feb-2016 Come N Try Session - Feb 20 Live Arct						
	14-Feb-2016	Beginners Course 1 (4 Weeks)	Archive Or	line 🔒 📖				
	13-Feb-2016	2016 Warringah Open	Live	Archive Or	line 🔒 📖			
	06-Feb-2016	Come N Try Session - Feb 6	Live	Archive Or	line 🔒 📖			
	30-Jan-2016	Qualification Ranking Event - 30th January 2016	Live	Archive Or	line 🔒 🎫			
	23-Jan-2016	Come N Try Session - Jan 23	Live	Archive Or	line 🔒 🎫			
	16-Jan-2016	Come N Try Session - Jan 16	Live	Archive Or	line 🔒 🎫			
	09-Jan-2016 <	Qualification Ranking Event - 9th January 2016	Live	Archive Or	line 🔒 📰			
	09-Jan-2016	QRE Test (Not for Use)	Test	Archive Of	line 🔒 🎫			
	09-Jan-2016	QRE Test 2 (Not for Use)	Test	Archive Of	line 🔒 📖			
	07-Nov-2015	15th KidBow/Youth Tournament (Copy)	Test	Archive Of	line 🔒 🎫			
	07-Feb-2015	38th WARRINGAH OPEN 2015	Live	Archive Or	line 🔒 🎫			
	Records: 1-12 of 12							
29:58				IM	G Sports Technology Group			

4. Click on Entrants on the Left Menu

Warri	ingah Arch	ners Inc									Logged in as: System Adminis	trator Off
Home	Website	Members	Subs	criptions	ShopDesq	EventDesq	Registrations	Tools	Administration		IMGSTG Noticebo	ard
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Entra	nts			EventDe	sq	15538						
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Addia	onal Information	1										
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Email												
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PIN N	lanagement											
Uploa	d											
Race	Results											
	IMG SPORTS TECHNOLO GROUP	vent lesq										

5. You will now see the Entrants listed in the Main Window. To export all the details you can click on the Full button (or for a summary use Basic or Event Day Export).

Logged in as: System Admini											dministrato						
warrin	igan Arcr	iers inc															Log Off
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Events							с				201	- \					
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				Warringa	ah												
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GROUP				SOPA													
F		event		Nolan			Alan			06-Jan-2016			Ø	۲		r	
		Jesy		Warringa	ah Archers												

6. There are Date/Query Options or just choose No for all information and again click the Full button. This will then download a .zip file which contains an Excel spreadsheet of the Entrant information.

Warrin	igah Arch	ners Inc									Logged in as: Syst	em Administrato
Home	Website	Members	Subscriptions	ShopDesq	EventDesq	Registrations	Tools	Administration	n		IMGS	IG Noticeboard
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Registra	ant Informatio	n Options				Vac Promot	nt Date					
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Entry T	ypes					Ves - Withdr	awn Date					
Questio	n Sections					- 100 111111						
Entry F	orm Question		Query	1		No Query	•	•				
Query E	Builder											
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