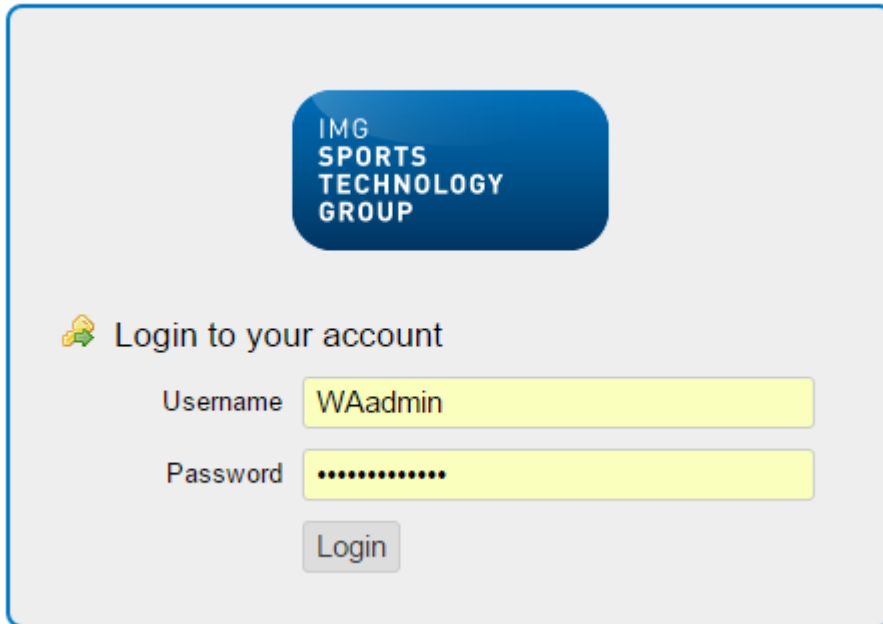
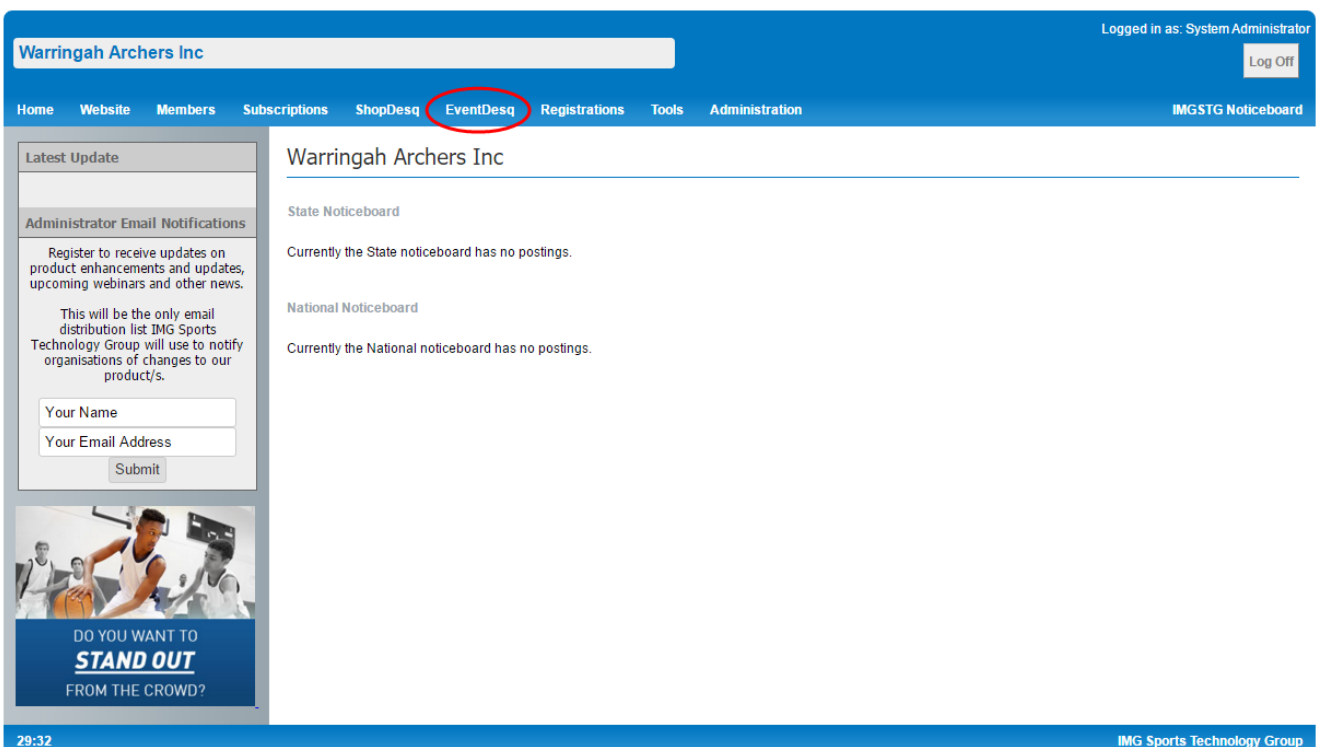


		<h1 style="font-family: cursive;">Warringah Archers</h1>	
Document Title		IMG Console: Exporting Event Entrants (EventDesq)	
Date Revised		14 th January 2016	Document Type
Document ID		PRC001	Distribution List
Version	A	Exec Committee	

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



2. Once logged in choose EventDesq from the Top Menu



3. Choose the Event you wish to view

Warringah Archers Inc

Logged in as: System Administrator

Log Off

Home Website Members Subscriptions ShopDesq **EventDesq** Registrations Tools Administration IMGSTG Noticeboard

Events

IMG SPORTS TECHNOLOGY GROUP event desq

EventDesq

Add Copy Archive Settlements Export Templates Global PINs Global Entry Types

Records: 1-12 of 12

Date	Title	Mode	Archive	Status	Form
20-Feb-2016	Come N Try Session - Feb 20	Live	Archive	Online	
14-Feb-2016	Beginners Course 1 (4 Weeks)	Live	Archive	Online	
13-Feb-2016	2016 Warringah Open	Live	Archive	Online	
06-Feb-2016	Come N Try Session - Feb 6	Live	Archive	Online	
30-Jan-2016	Qualification Ranking Event - 30th January 2016	Live	Archive	Online	
23-Jan-2016	Come N Try Session - Jan 23	Live	Archive	Online	
16-Jan-2016	Come N Try Session - Jan 16	Live	Archive	Online	
09-Jan-2016	Qualification Ranking Event - 9th January 2016	Live	Archive	Online	
09-Jan-2016	QRE Test (Not for Use)	Test	Archive	Offline	
09-Jan-2016	QRE Test 2 (Not for Use)	Test	Archive	Offline	
07-Nov-2015	15th KidBow/Youth Tournament (Copy)	Test	Archive	Offline	
07-Feb-2015	38th WARRINGAH OPEN 2015	Live	Archive	Online	

Records: 1-12 of 12

29:58 IMG Sports Technology Group

4. Click on Entrants on the Left Menu

Warringah Archers Inc

Logged in as: System Administrator

Log Off

Home Website Members Subscriptions ShopDesq **EventDesq** Registrations Tools Administration IMGSTG Noticeboard

Events

Dashboard

Entrant Overview

Entrants

Add Entrant

Basic Information

Registrant Information Options

Additional Information

Entry Types

Question Sections

Entry Form Questions

Query Builder

Merchandise

Teams

Email

Refund Listing

Settlements

Transfer Entrants

Export Templates

PIN Management

Upload

Race Results

IMG SPORTS TECHNOLOGY GROUP event desq

Event Dashboard (Qualification Ranking Event - 9th January 2016)

Organisation 8445

EventDesq 15538

Entry Form <https://eventdesq.imgstg.com/index.cfm?fuseaction=main&EventDesqID=15538&OrgID=8445>

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).

Warringah Archers Inc. Logged in as: System Administrator

Home Website Members Subscriptions ShopDesq **EventDesq** Registrations Tools Administration IMGSTG Noticeboard

Accepted Entrants (Qualification Ranking Event - 9th January 2016)

Basic Event Day Export **Full** Template

Entry Types: All Types

All Records A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Pending Unpaid Imported **Accepted** Withdrawn

Search For: In: Name

Records: 1-16 of 16

Last Name	First Name	Entry	PIN	Source	Edit	View	Invoice	With	Email
Chambers-McLean	Jack	07-Jan-2016							
Warringah Archers									
Hutchinson	Lilia	06-Jan-2016							
Warringah									
Hutchinson	Jessica	06-Jan-2016							
Warringah									
Kyriazis	Nicholas	05-Jan-2016							
SOPA									
Nolan	Alan	06-Jan-2016							
Warringah 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.

Warringah Archers Inc. Logged in as: System Administrator

Home Website Members Subscriptions ShopDesq **EventDesq** Registrations Tools Administration IMGSTG Noticeboard

Basic & Full Export (Qualification Ranking Event - 9th January 2016)

Date Range:

- No
- Yes - Entry Date
- Yes - Payment Date
- Yes - Promoted Date
- Yes - Approved Date
- Yes - Withdrawn Date

Query: No Query

Date Range: To

Previous Basic **Full**