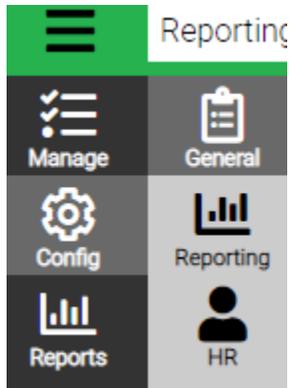
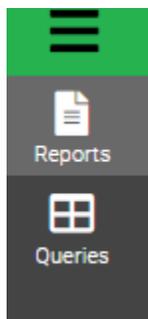


Where are the additional questions and attributes the participant filled out during the registration process?

1. Go to the *Reports* tab in the upper left corner of the screen



2. Click on the *Queries* Button and then click the blue *Find* button at the bottom left corner of the screen.



3. Fill out the Criteria in the *Category* drop-down menu select (*Registration*)

Criteria

Category
Registration ▼

Type
All ▼

Organization
UTA Athletics - Volle: ▼

★ Show Favorites

✉ Show Mass Emails

📊 Show Widgets

📄 Show Sub Queries

4. Click the *View* button on Attendee Information

View	-66	Registration	Attendee Information
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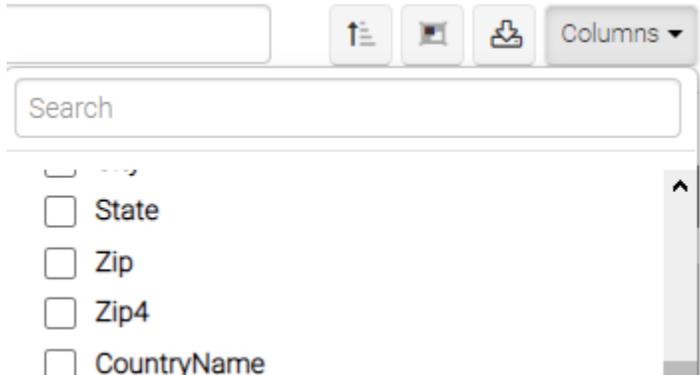
- Fill out the *Criteria* fields on the left-hand side of the screen. Select the organization you are looking for.

- Click the blue *Find* button to search for information.

- The information you selected will pull up in a spreadsheet format when selecting it as a Query.

Grade	EnrollmentStatus	Gender		1st Preference	2nd Preference	Grade Entering	Instrument Name
8	Active	F	view	Beginning Vibrato (li...	Theory (for Grades 6-...	8th	Viola
7	Active	F	view	Beginning Vibrato (li...	Theory (for Grades 6-...	7th	Violin
6	Active	M	view	Music Literature (for ...	Beginning Vibrato (li...	6th	Violin
11	Active	F	view	All State Masterclass ...	Theory (for Grades 6-...	11	Cello
9	Active	M	view	Advanced Theory (ad...	Music Literature (for ...	9	Bass
11	Active	F	view	Beginning Vibrato (li...	Conducting (players ...	11	Violin

8. To select more items or deselect an item you don't want to show, click on the *Columns* button at the upper right corner of the screen.



9. To export this information into an Excel spreadsheet, click the *Actions* button at the upper right corner of the screen and click on Export to Excel

