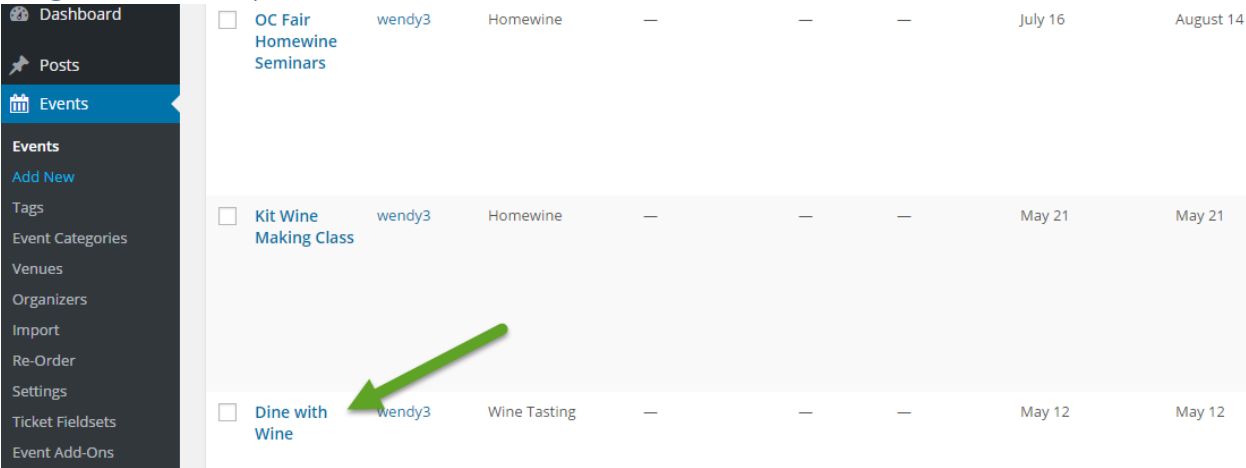
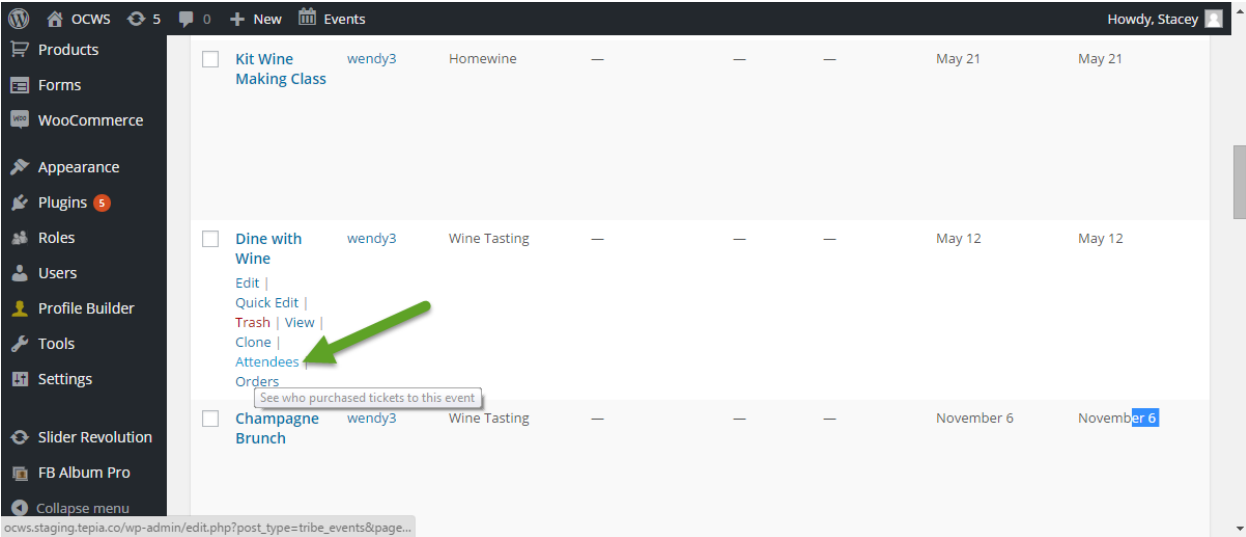


# How to Pull an Attendee List

Step 1: Find your Event within the Dashboard's Events section; the Dine with Wine Program for example:



Step 2: Hover your mouse over the Event and several options will appear. Click on Attendees.



### Step 3: View Report:

The screenshot shows the WordPress Events Manager interface. On the left is a sidebar with navigation options like Events, Media, Pages, Products, Forms, WooCommerce, Appearance, Plugins, Roles, Users, Profile Builder, Tools, Settings, Slider Revolution, and FB Album Pro. The main content area is divided into three sections: Event Details, Sales by Ticket, and Checked in/Deleted counts. The Event Details section shows information for an event on May 12, 2016, at Pescadou Bistro. The Sales by Ticket section shows 17 units sold for the 'Attendee - Dine with Wine 5-12-16' ticket type. Below this is a table of tickets with columns for Order #, Order Status, Ticket type, Security Code, and Check in. A green arrow points to the 'Export' button in the Bulk Actions menu above the table.

### Step 4: Download Report for Excel:

Click on the Export button.

	A	B	C	D	E
1	<b>First Course</b>	<b>Entree Choice</b>	<b>Dessert</b>	<b>Customer Name</b>	<b>Customer Email Address</b>
2	Butter Lettuce Green Salad	Bouillabaisse du Pecheur	Nougat Glace	Abe Agopian	abraham@tepia.co
3	Butter Lettuce Green Salad	Boeuf Bourguignon	Nougat Glace	Brian McDonald	staylor1@winetastingguide.com
4	Butter Lettuce Green Salad	Bouillabaisse du Pecheur	Nougat Glace	Stacey Taylor	stacey@ocws.org
5	Belgium Endive Salad	Canard a lâ orange	Fondant au chocolat	wendy3 wendy3	wendy@ocws.org

This report can be reformatted to serve as the check-in sheet.