

Exporting Group Member Contact Lists

If you need to get a list of members in a group, it can be useful to export the list to Excel (XLS) . Group Administration provides a convenient export option.



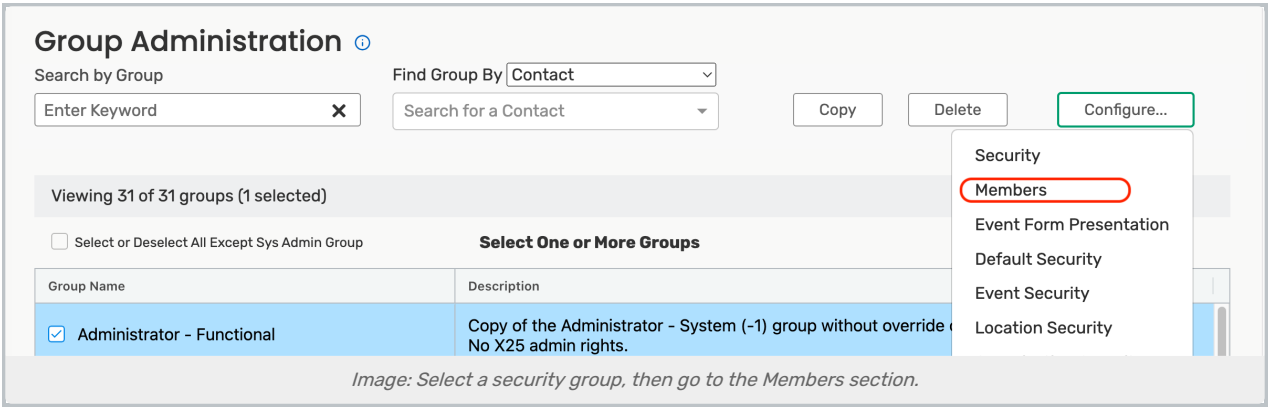
Prerequisite & Security Requirements

This process utilizes Series25 WebServices. You will need your institution’s login. See [Finding Your WebServices URL and Login Credentials](#).

If your user has access to the **Members** tab (such as [Administrative: 19.0 Change Security Configurations](#)) when configuring groups, you will have access to this feature.

To Export Group Member Contact List

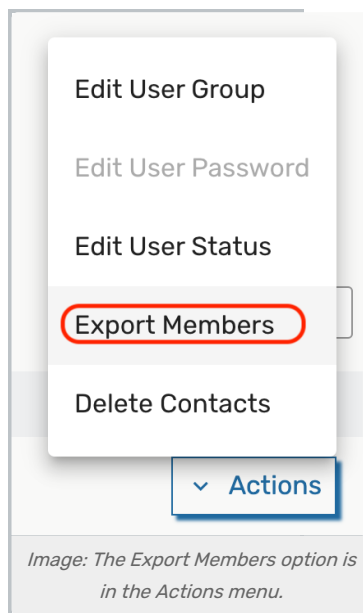
1. Configure Members for a Group



Select a group on the home page of the application, then use the **Configure...** menu to choose the **Members** section.

2. Use the Export Members Action

Open the **Actions** menu, and choose **Export Members**.



3. Copy the Data URL

Export Members ?

Download the **User List - Excel** report for the selected security group

Run Report

OR

Use this URL to load the members of the security group into Excel.

https://webservices.collegenet.com/r25ws/wrd/school/run/r25users.xml?security_group_id=1

Copy URL

Image: Run the report or copy the URL then follow the instruction in the WebServices help.

You may use the **Run Report** button to download the “User List - Excel” report (see [standard report reference](#)).

Or, copy the URL that is generated for data retrieval using the **Copy URL** button. As referenced previously, you will need [your WebServices login](#).

4. Use the WebServices Instructions to Save to Excel

Use the instructions on the [Getting WebServices Data in Excel Format](#) page to save the data in a format for Excel (XLS).