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.
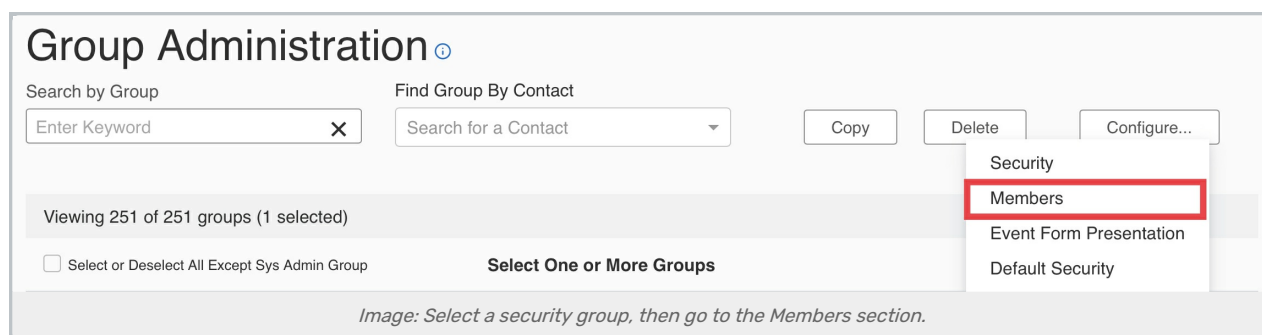
> 🔒 **Prerequisite & Security Requirements**
>
> This process utilizes Series25 WebServices. You will need your institution's login. See **Finding Your WebServices URL and Login Credentials**.
>
> If your user has access to the **Members** tab (such as Admin: 16.0 *Change Security Configurations*) when configuring groups, you will have access to this feature.
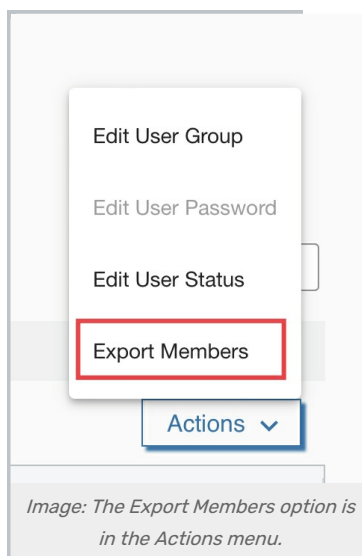
To Export Group Member Contact List

1. Configure Members for a Group

Group Administration ⓘ

Search by Group

Find Group By Contact

| Enter Keyword ✕ | Search for a Contact ▼ | Copy | Delete | Configure... |

Security

Members

Event Form Presentation

Default Security

Viewing 251 of 251 groups (1 selected)

☐ Select or Deselect All Except Sys Admin Group   **Select One or More Groups**

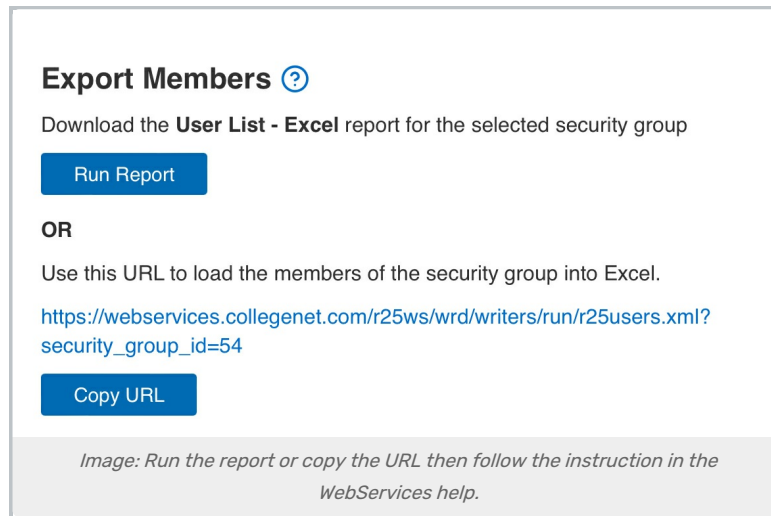*Image: Select a security group, then go to the Members section.*

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

Edit User Group

Edit User Password

Edit User Status

Export Members

Actions ⌄

Image: The Export Members option is in the Actions menu.

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/writers/run/r25users.xml?security_group_id=54

[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 *(exclusive customer content login required)*.

4. Use the WebServices Instructions to Save to Excel

Use the instructions on the Getting WebServices Data in Excel Format *(exclusive customer content login required)* page to save the data in a format for Excel (XLS).