

How to export an archived Club

Archiving a Club removes it from the immediate 'Clubs' view. The Club cannot be brought back, but the Club and session information is retained. The Club and session information can be exported to a spreadsheet to keep a record of Clubs that pupils have attended.

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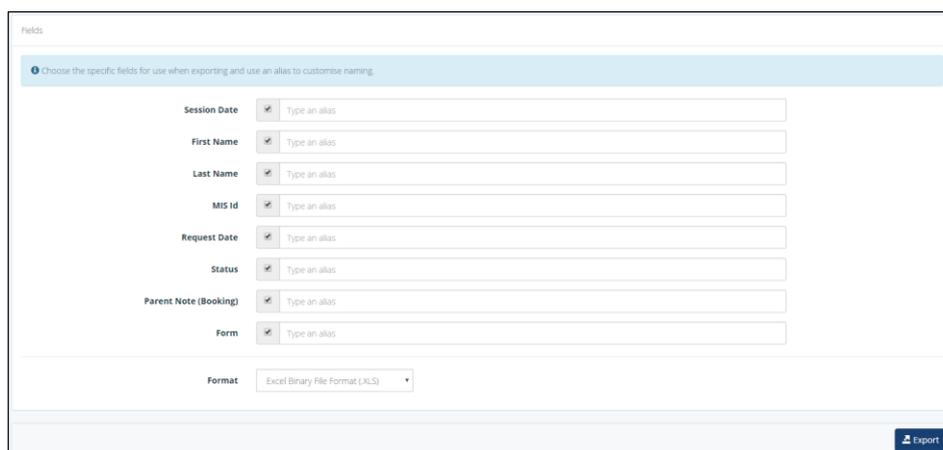
1. Ensure you are logged into the Staff Message Centre.
2. Click the 'Clubs' panel list item in the Co-Curricular Zone on the Dashboard.
3. Click 'Archive' in the left-hand menu. Your archived Clubs will display here.
4. Click the export icon on the right-hand side of the appropriate Club.
5. The 'Controls' section allows you to select which Club sessions to export, and the layout of the export. 'List View' displays all sessions in a vertical list, 'Summary View' organises sessions by column. Choose to show or hide any parent notes.



The screenshot shows the 'Controls' section of the export interface. It features a light blue header with the text 'Choose the period to produce a more specific export set.' Below this, there are three main sections: 'Session' with a dropdown menu set to 'All'; 'Layout' with a dropdown menu set to 'List view'; and 'Parent Note' with two buttons, 'Show' and 'Hide'. At the bottom of the section, there is a small instruction: 'Choose to enable to know parent note.'

The Export 'Controls' section

6. The 'Fields' section allows you to select which fields should be shown in the export. The field names can be changed to an alias of your choosing if required.
7. Select the format of the export.
8. Once any changes have been made, click 'Export'.



The screenshot shows the 'Fields' section of the export interface. It features a light blue header with the text 'Choose the specific fields for use when exporting and use an alias to customise naming.' Below this, there is a list of fields with checkboxes and input boxes for aliases. The fields are: Session Date, First Name, Last Name, MIS id, Request Date, Status, Parent Note (Booking), and Form. At the bottom, there is a 'Format' dropdown menu set to 'Excel Binary File Format (XLS)' and an 'Export' button.