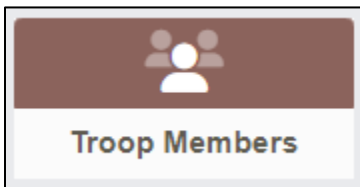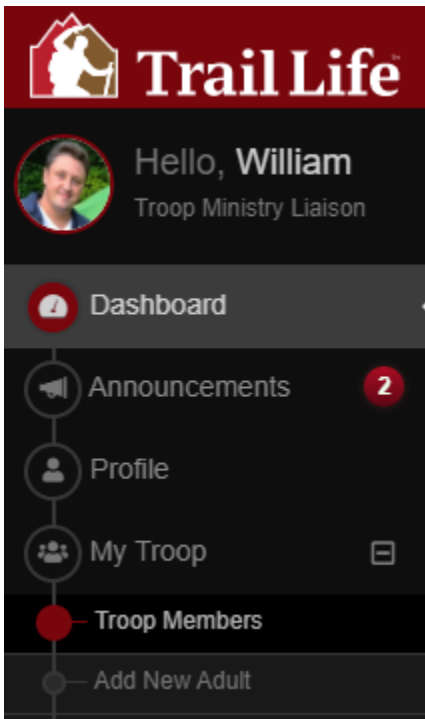# Troop Members – Roster Export

This document provides details around the ability to export the Troop Members roster to either CSV or Excel files. Your particular role will determine whether this function is available to you to use. Also, the information contained in the output file will be dependent upon your role and the data you have access to export using that role. For purposes of this document, we will be showing the report from the perspective of the Troop Ministry Liaison (TML).

First, navigate to your Troop Members list by clicking the Dashboard Tile for "Troop Members" or by clicking the "Troop Members" link under "My Troop" on the left navigation menu.
(each option shown below)

OR

In viewing the Troop Members list, you will see the overall snapshot of everyone in your Troop, along with certain key information. Above the list, in the upper right, are additional button controls for: showing all Troop Members on one page, displaying only new members, toggling additional info, resetting filters, exporting to Excel or CSV, and Bulk Member Actions. (*See Figure Ia*.)
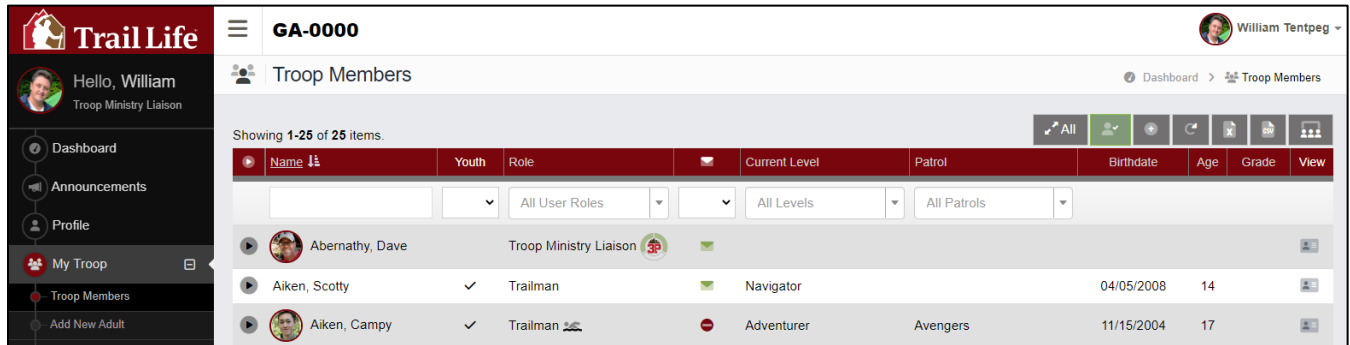

Figure Ia

Clicking the [All] button will display all of your Troop Members on one screen. The default view shows 25 Troop Members at a time, and you may need to click through several pages to see everyone (particularly if you have a larger Troop.) This button puts everyone on one page, so you can scroll up and down to see everyone on one screen.

Clicking the [button] button will change the view to only list member accounts that have been created within the last 30 days. Clicking the button again will revert to the view prior to clicking.

Clicking the [button] button will change/toggle the on-screen view slightly to include other profile information not present in the default view. (i.e. t-shirt size, employment experience, other skills, knowledge, interests, etc.) Clicking the button again will toggle the view back to default.

Clicking the [button] button will reset any filters you currently have in place and put your view back to the default. (i.e. if you were viewing only those at the Navigator level, your display would only show youth Trailmen who are Navigators. Clicking the filter reset button will restore the list to show everyone in the Troop again.)

Clicking the [button] button activates the Bulk Member Actions tool, for making bulk changes to Level, Patrol, or Grade. You can visit the Trail Life Connect Help menu for more information on the Bulk Member Actions tool and how it is used.

Clicking the [button] button will export your Troop Members roster to an Excel file. Clicking the [button] button will export your Troop Members roster to a CSV file. Each export contains the same information, but in different formats depending on your needs.

Note: Different web browsers handle file downloads differently. After clicking either of the export buttons, look for either an on-screen prompt requesting to open or save the file, or for a download status at the bottom of the browser window where you can also click to open or save the exported file.

When exporting the Troop Members list, with all filtering set to the default level, the resulting file will contain the entire listing of Troop Members with some expanded information (in addition to what shows on the screen.) Items in the export include address and phone #, expiration dates for membership, expiration dates for background checks and Youth Protection Training for registered adult leaders, and more.

*If you are using any filters on-screen, the Excel or CSV exports will limit the file output to only show what you are currently filtering. This is important to note if you want to see a report of the entire Troop membership but were using on-screen filtering. Before exporting the list, you would want to click the button to reset filters. Alternatively, if you are not interested in a current output that shows the entire Troop, but wanted to export just the list of Woodlands Trail Trailmen, you could apply that filter on-screen first, then click one of the file export options. Your results, then, would only show the filtered information.

Figure Ib shows an example of an Excel export for the whole Troop. **Figure Ic** shows an example of an Excel export for only the Woodlands Trail Trailmen. Finally, **Figure Id** shows an example of a CSV export for the whole Troop.

Figure Ib

Figure Ic

Troop GA-0000 Members

#	Last Name	First Name	Nickname	Youth	Role	Email	Alternate Parent Email	Email Opt-Out	Member Number	Current Level	Patrol	Birth
1	Forester	Freddy		Y	Trailman	freddy.forester.2854			2019-271678	Fox	Banana	10/27
2	Jones	Bob		Y	Trailman	bob.jones.9192	noreply@traillifeusa.com		2020-702886	Fox		10/13
3	Tentpeg	Tom		Y	Trailman	TommyT	noreply@traillifeusa.com		2020-411091	Fox		08/11
4	Tentpeg	Tommy		Y	Trailman	tentpeg007	ttentpeg@traillifeconnect.com		2019-166831	Fox		01/01
5	Tentpeg	Tyler		Y	Trailman	tyler.tentpage.9271			2019-320339	Hawk	Screeching Eagle	03/04
6	Testo	Charlie	Chucky	Y	Trailman	chuckytesto			2020-508573	Fox		02/13

Figure Id

#	Last Name	First Name	Nickname	Youth	Role	Email	Alternate Email	Email Opt	Member N	Current Le	Patrol	Birthdate	Age	Grade	Address Li	Line 2	City	State	Zip	Mobile Ph	Home Pho	Work Pho	Gend
1	Aiken	Campbell	Campy	Y	Trailman	campbell.aiken.9990	Y		2016-5898	Adventure	Avengers		15		10612 Augusta Road		Belton	SC	29627				M
2	Bacon	Seymour		N	Pending R	seymour.bacon@traillifeconnect.com					Old Goats				1490-B Haltom Towe		Belton	SC	29627	(888) 555-4546			M
3	dabs	dabs		N	Pending R	dabtestcor@traillifeconnect.com									asdf	asdf		GA	30145				M
4	DeVargas	Robert		N	Pending R	robcc@traillifeconnect.com									PO 11994		Fort Wort	TX	76110				M
5	DeVargas	Robert		N	Parent/Gu	robert@traillifeconnect.com									.	.		TX	12345				M
6	Forester	Felix		N	Pending R	fforester@traillifeconnect.com				Adventure	Avengers				123 Test St.		Ft. Worth	TX	76110				M
7	Forester	Finn		Y	Trailman	finn.forester.4144			2019-9898	Navigator	King Kong	4/1/2004	16		23003 Huntington Dr		Belton	SC	29627				M
8	Forester	Freddy		Y	Trailman	freddy.forester.2854			2019-2716	Fox	Banana	########	11		23003 Huntington Dr		Belton	SC	29627				M
9	Forester	Glen		N	Registere	gforester@traillifeconnect.con			2019-698563						23003 Huntington Dr		Belton	SC	29627	(888) 555-4645			M
10	Jones	Bob		Y	Trailman	bob.jones	noreply@traillifeusa		2020-7028	Fox				5 First	123 Any St		Kingston	GA	30145	(555) 867-5309			M
11	Jones	Jeff		Y	Trailman	jeff.jones	noreply@traillifeusa		2020-3296	Adventurer		########	15	Tenth	123 Any St		Kingston	GA	30145	(555) 867-5309			M
12	Jones	Tom		N	Parent/Gu	noreply@traillifeusa.com											Kingston	GA	30145	(555) 867-5309			
13	Kaypea	Kupid		N	Pending R	dabtestdc2@traillifeconnect.com																	
14	Rivers	Emily		N	Parent/Gu	erivers@traillifeconnect.com									3501 State Highway		Belton	SC	29627				F
15	Rivers	Marcus	Marc	Y	Trailman	marcus.ri	erivers@t	Y	2016-7980	Adventure	Banana	4/7/2003	17		3501 State Highway		Belton	SC	29627				M
16	Tentpeg	Tammy		N	Pending R	ttentpeg@traillifeconnect.com									1351 Westover Lane		Belton	SC	29627	(281) 534-1234			F
17	Tentpeg	Timmy	Tim	Y	Trailman	timmy.te	wmtentpeg@traillif		2019-7690	Adventure	Avengers	########	15		1351 Westover Lane		Belton	CA	29627				M
18	Tentpeg	Tom		Y	Trailman	TommyT	noreply@traillifeusa		2020-4110	Fox		########	5	Kindergar	1351 Westover Lane		Belton	SC	29627				M
19	Tentpeg	Tommy		Y	Trailman	tentpeg00	ttentpeg@traillifecc		2019-1668	Fox		1/1/2012	8		1351 Westover Lane		Belton	SC	29627				M
20	Tentpeg	Tyler		Y	Trailman	tyler.tentpage.9271			2019-3203	Hawk	Screechin	3/4/2012	8		1351 Westover Lane		Belton	SC	29627				M
21	Tentpeg	William		N	Pending R	wtentpeg@traillifeconnect.com									1351 Westover Lane		Belton	SC	29627				
22	Testo	Charlie	Chucky	Y	Trailman	chuckytesto			2020-5085	Fox		########	7	Second	PO BOX 11994		Fort Wort	TX	76110				M
23	Testo	Roberto		N	Pending R	rob@traillifeconnect.com									PO BOX 11994		Fort Wort	TX	76110				M