MSU ALUMNI ASSOCIATION
ATTENDEE LIST / HOW TO DOWNLOAD AN EXCEL DOCUMENT FROM EVENTBRITE

1. Click on the “MANAGE” tab in the top left corner of the page
2. In the left column, scroll down to “Manage Attendees” then “Orders”.
3. Click on “Orders”
4. On the “Orders” page that comes up
   a. Under “Report Type”, use the drop down menu to select “Attendee Summary”
   b. Under “Export”, click on “Excel” (see below)

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**Attendee Summary: Since sales started**

- **Report Type:**
  - Attendee Summary

- **Date Range:**
  - Since sales started

- **Attendee Status:**
  - Attending

- **Configure Columns:**
  - Show columns

- **Search:**
  - First name, last name or email address

- **Report Results**

- **Export:**
  - EXCEL
  - CSV

- **Total Sales:** $0.00  Total Orders: 36  Total Attendees: 56