# Tennis NZ | ClubSpark

## Export Membership Data From Promato

♦ Log into your club's Promato account

**Promato - the Membership Manager for TNZ**

User Id:
Password:

Log In

Forgot your password?

♦ Click on "Members" in the Menu

♦ Click on "Adv. Search" to filter your list of members

  ♦ It is recommended that you export by membership package, into separate Excel files for each package.

  ♦ This is most useful if your membership types will remain the same in ClubSpark as they are in Promato.

♦ Click on "Reports" in the Menu

♦ Click "Export Data for ClubSpark"

♦ Select the appropriate format for your export file

  ♦ Juniors – for Junior membership packages only. Junior must have an associated main contact for import into ClubSpark

  ♦ Adults – for single Adult membership packages.

  ♦ Family – for group membership packages, such as couples and families, with one main contact, and at least one more member in the package.

♦ Click "Export"

♦ Click "Download Now"
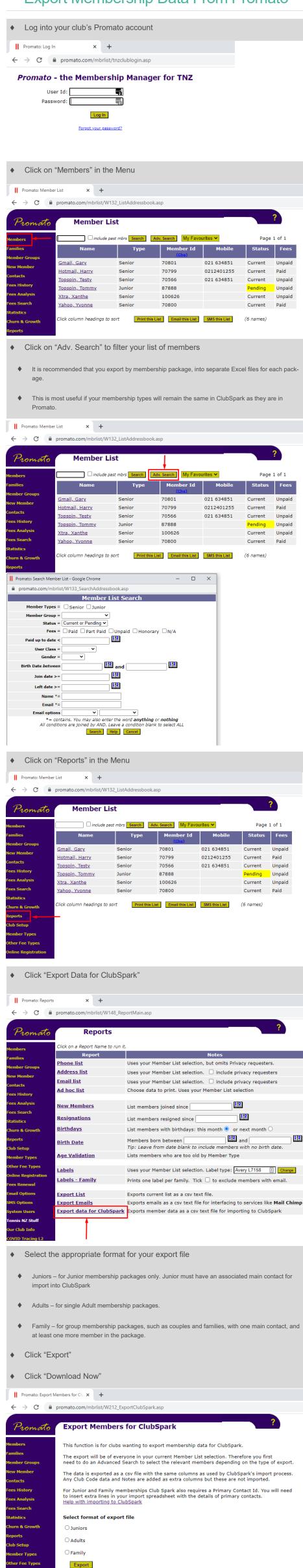
Open the exported file with Microsoft Excel, and format the data according to the instructions for **Importing to ClubSpark**