



Export Membership Data From Promato

Log into your club's Promato account

Promato: Log In

promato.com/mbrlist/tnzclublogin.asp

Promato - the Membership Manager for TNZ

User Id:

Password:

[Log In](#)

[Forgot your password?](#)

Click on "Members" in the Menu

Promato: Member List

promato.com/mbrlist/W132_ListAddressbook.asp

Promato

Member List

☐ include past mbrs [Search](#) [Adv. Search](#) [My Favourites](#)

Page 1 of 1

Name	Type	Member Id (Cha)	Mobile	Status	Fees
Gmail, Gary	Senior	70801	021 634851	Current	Unpaid
Hotmail, Harry	Senior	70799	0212401255	Current	Paid
Topspin, Testy	Senior	70566	021 634851	Current	Unpaid
Topspin, Tommy	Junior	87888		Pending	Unpaid
Xtra, Xanthe	Senior	100626		Current	Unpaid
Yahoo, Yvonne	Senior	70800		Current	Paid

Click column headings to sort [Print this List](#) [Email this List](#) [SMS this List](#) (6 names)

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.

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promato.com/mbrlist/W132_ListAddressbook.asp

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Promato: Search Member List - Google Chrome

promato.com/mbrlist/W133_SearchAddressbook.asp

Member List Search

Member Types = ☐ Senior ☐ Junior

Member Group =

Status = Current or Pending

Fees = ☐ Paid ☐ Part Paid ☐ Unpaid ☐ Honorary ☐ N/A

Paid up to date < [U12](#)

User Class =

Gender =

Birth Date between [U12](#) and [U12](#)

Join date >= [U12](#)

Left date >= [U12](#)

Name *=

Email *=

Email options

*= contains. You may also enter the word **anything** or **nothing**
All conditions are joined by AND. Leave a condition blank to select ALL

[Search](#) [Help](#) [Cancel](#)

Click on "Reports" in the Menu

Promato: Member List

promato.com/mbrlist/W132_ListAddressbook.asp

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Yahoo, Yvonne	Senior	70800		Current	Paid

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Click "Export Data for ClubSpark"

Promato: Reports

promato.com/mbrlist/W148_ReportMain.asp

Promato

Reports

Click on a Report Name to run it.

Report	Notes
Phone list	Uses your Member List selection, but omits Privacy requesters.
Address list	Uses your Member List selection. <input type="checkbox"/> include privacy requesters
Email list	Uses your Member List selection. <input type="checkbox"/> include privacy requesters
Ad hoc list	Choose data to print. Uses your Member List selection
New Members	List members joined since <input type="text"/> U12
Resignations	List members resigned since <input type="text"/> U12
Birthdays	List members with birthdays: this month <input checked="" type="radio"/> or next month <input type="radio"/>
Birth Date	Members born between <input type="text"/> U12 and <input type="text"/> U12 Tip: Leave from date blank to include members with no birth date.
Age Validation	Lists members who are too old by Member Type
Labels	Uses your Member List selection. Label type: <input type="text"/> Avery L7158 Change
Labels - Family	Prints one label per family. Tick <input type="checkbox"/> to exclude members with email.
Export List	Exports current list as a csv text file.
Export Emails	Exports emails as a csv text file for interfacing to services like Mail Chimp
Export data for ClubSpark	Exports member data as a csv text file for importing to 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"

Promato: Export Members for ClubSpark

promato.com/mbrlist/W212_ExportClubSpark.asp

Promato

Export Members for ClubSpark

This function is for clubs wanting to export membership data for ClubSpark.

The export will be of everyone in your current Member List selection. Therefore you first need to do an Advanced Search to select the relevant members depending on the type of export.

The data is exported as a csv file with the same columns as used by ClubSpark's import process. Any Club Code data and Notes are added as extra columns but these are not imported.

For Junior and Family memberships Club Spark also requires a Primary Contact Id. You will need to insert extra lines in your import spreadsheet with the details of primary contacts.
[Help with importing to ClubSpark](#)

Select format of export file

☐ Juniors

☐ Adults

☐ Family

[Export](#)

Promato: Export for ClubSpark - Google Chrome

promato.com/mbrlist/F142_ExportClubSpark.asp?t=A

There are 6 members to export.

The download will be as a type csv text file.

[Download now](#) [Close](#)

[Help with importing to ClubSpark](#)

Open the exported file with Microsoft Excel, and format the data according to the instructions for [Importing to ClubSpark](#)