Printing membership list to pdf-file

Copy membership list to Excel

Example and data is from the ADMIDIO demo account

Log in as Admin

Choose lists



Choose Address list (MEMBERS)

Display list	- Choose itst - *
Description	Administrative board of association
Members	: 4
Leader	0
Members	
Display list	Address list •
Description	All organization members
Members	147 (5.Former)
ams 1. youth team	
aams 1. youth team Display list	- Choose list - •
ams 1, youth team Display list Description	- Choose list - • Young people between 12 and 15 years

Choose "Print preview"

4 Da	a :: Ful sore	n (Brint ole	new E Add	Bonal functions +	Diport	b0	_	()•1
Filter	Members in pr	Riod: 14.05.201	10 1	4.05.2016	ny she	w toimer men	iber	OK
Gener	al 25 • entries					Search		
Show	ter contraction							
No.!!	Sumame []	First name 🗍	Birthday 💠	Street	п.	Postal code	11	City
No.!!	Sumame [] Atrends	First name 11 Daomar	Birthday [] 14.05.1993	Street Blumenwiese 23	11	Postal code 12345	11	City Motemacia
No.11	Sumame [] Azrends Atlegge	First name 11 Dagmar Dagobert	Birthday [] 14.05.1993 02.01.1988	Street Bumenwiese 23 Blumenwiese 24	ц	Postal code 12345 12345	11	City Müllemause
No.[] 1 2 3	Sumame [] Atrends Alleons Accel	First name Depitier Depotent Depoy	Birthday [] 14.05.1993 02.01.1988 03.01.1988	Street Biumenwiese 23 Biumenwiese 24 Biumenwiese 25	4	Postal code 12345 12345 12345	11	City Mülemaus Mülemaus

You will then see a html-list on the screen.

Members - Address list

General - Active Members

NO.	Surname	First name	Birthday	Street	Postal code	City	
5	Ahrenas	Dagmar	14.05.1993	Blumenwiese 23	12345	Müllemausen	
2	Allegne	Dagobert	02.01.1988	Blumenwiese 24	12345	Müllemausen	
1	Appel	Datsy	03.01.1988	Blumenwiese 25	12345	Müllerhausen	
4	Arnot	Dakota	04.01.1968	Blumenwiese 26	12345	Müllemausen	
ñ	Baade	Date	05.01.1968	Bumenwiese 27	12345	Mällerhausen	
6	Bachmann	Dellas	06.01.1968	Blumenwiese 28	12345	Müllemausen	
7	Bäierle	Damasus	09.01.1968	Blumenwiese 31	4711	Bergdorf	
8	Barbosa	Dattin	07.01.1988	Blumenwiese 29	12345	Müllemausen	
9	Baumgarten	Datton	08.01.1968	Blumenwiese 30	4711	Bergdorf	
10	Becker	Damien	11.01.1968	Blumenwiese 33	12345	Müllerhausen	
11	Begunk	Damion	12.01.1968	Blumenwiese 34	12345	Müllemausen	
12	Bennke	Damon	13.01.1966	Blumenwiese 35	12345	Müllerhausen	
13	Behrend	Dan	14.01.1988	Blumenwiese 36	12345	Müllemausen	
54	Bender	Dana	15.01.1988	Blumenwiese 37	12345	Müllerhausen	
15	Benn	Dania	16.01.1988	Blumenwiese 38	12345	Mällerhausen	
16	Bensien	Daniel	17.01.1968	Blumenwiese 39	12345	Müllerhausen	
17	Berost	Daniela	18.01.1968	Blumenwiese 40	12345	Müllemausen	
18	Besemann	Daniella	19.01.1968	Blumenwiese 41	12345	Müllerhausen	

You can now :

1 - print to pdf.

In the browser choose the print-function. In this example is used Chrome.

In the browser (Chrome) you right-click and choose "Print"

You will then see something like this :

in'	(max)							
	[]] Georgen PDF				Members	- Address list		
	[BW]]				Genera	I - Active Members		
	8 M	No.	Sunane	First name	Birthday	Street	Postal code	City
	() Hale 112 8 1112	1	Attenda	Dagmar	14.05.1993	Blumenwiese 23	12345	Müllethausen
	hareh .	2	Allegre	Dagobert	02.01 1988	Burrenwiese 24	12345	Müllerhausen
	1	3	Appel	Datey	03.01.1988	Stumenwiese 25	12345	Motionhausien
1	they are a second se	6	Amit	Dakota	04.01.1958	Burnenwisse 26	12345	Müllemaasen
		5	Bande	Dale	05.01.1968	Diumenwisse 37	12345	Mülkrfrausen
		6	Bachmann	Dallas	06.01.1988	Blumenwisse 28	12345	Müllerhausen
		7	Bâlofe	Damesus	09.01.1988	Burnerwiese 31	4711	Bergdorf
		0	Barbosa	Dallin	07.01.1988	Blumenwiese 29	12345	Mülkehausen
		9.	Baumgartan	Datton	08.01.1988	Blumenwiese 30	4711	Bergdert
		10	Becker	Damies	11.01.1988	Burrenwiese 33	12345	Müllerhausen

In destination you choose "save as PDF" or you pdf-printer device.

That is all - next page is how to insert in a spreadshhet.

2 – copy to excel.

In the html-list, you "mark" the data.

			Ger	eral - Active Members		
200	Siername	Wirst name	dirthday.	Street	Postal code	207
8	Aprends.	Reported	14.05.1993	Diammwikse 23	122145)	Mahrmasen
1	Allegie	1egobert	62 of 1968	Blommweise 24	TRACES	PAUR Managem
a	Appel	(United)	23 (21 1988)	Hummer Wirse (25)	(123513)	Millettingen
3	events	Timera	04.01.1988	Diamenwiese (%)	12023	Millemanen
1	16300	Electron and a second	05.01.1968	Distanti Wese 27	(22545)	Malenbasen
1	Bachmann	Number of Contracts	06.01.1980	Burninwi se 20	12346	Moherfunction
2	Fisherin	Demenut	29 01 1980	Blummwicse 31	1711	Frengeloof
3	Barbinsa	TOTAL OF	07.01.1988	Elamorwitese (29)	1991213	Watermausen
3	Electropatien	Dation	20.01.1900	Himer Wese NO	STATE	Despacet
101	Parenter .	Marrison 1	11.01.1966	Humenwieser 35	(FREE)	Mullerhausen
	Elegunk	Darrison	12 01.1968	Filininimanse 34	123315	Willin the set
12	Eleftraid	2101100	13.01.1988	Blumentwinse UD	(12345)	Materhausen
10	Bisturend	2353	14.01,1960	Matterwicse 36	(12245)	Müllenhpunen
	Semanr.	ALC: N	15.01.1988	Bomowwese Bill	\$23451	Makemassen
	eenn	Dania	15 01 1968	Hummwidde 198	12368	Minmauson
13	Elensien	Distanti I	17:01 1988	Ethimerrikiese 19	(FETH)	Matemaster
177	Dente	Name of Street, or other	18 01 1968	Diationwicser 40	12545	Materinausett
	Desemanti	Distanting a	10.01.1984	Blammwikse (1)	(TENES	Materituation
	Element of	Tanimo	20.01,1960	Banowese 42	12345	Müllerhäusen
-		Transmission of the local division of the lo	THE OWNER WHEN THE OWNER			

Members - Address list

You then press CTRL-C and the data will be copied to the clipboard.

In Excel (or another spreadshhet) You press CTRL-V or choose a function to insert data.

That should be all.

You can make a pdf with all lists and print that can be directed to a printer.

You can copy data to a spreadsheet with all lists that can be previewed on the screen in a html-table.