# Downloading Reports from Cvent

1. Go to Cvent’s website and sign in
2. Click on ‘Reports’, then ‘Reports’ again in the sidebar dropdown

A screenshot of a computer

AI-generated content may be incorrect.

1. Click the play button (i.e., run the report) for the report you want to download. For coding purposes, always download the 3 reports with ‘BH’ in their names.
2. In the following screen, click ‘Actions’ in the top right, then ‘Export report’

A white rectangular object with black lines

AI-generated content may be incorrect.

1. In the pop-up, go ahead and export it as a csv file

A screenshot of a export report

AI-generated content may be incorrect.

1. From your downloads folder on your laptop/computer, save the file to the ‘Cvent\_report\_downloads’ folder, and rename the reports to:
   1. Allparticipants\_MM-DD-YY.csv
   2. Registered\_MM-DD-YY.csv
   3. Waitlists\_MM-DD-YY.csv

The exact file path for where you should be saving these is:

‘Writing Conference coding/May2025/Cvent\_report\_downloads’