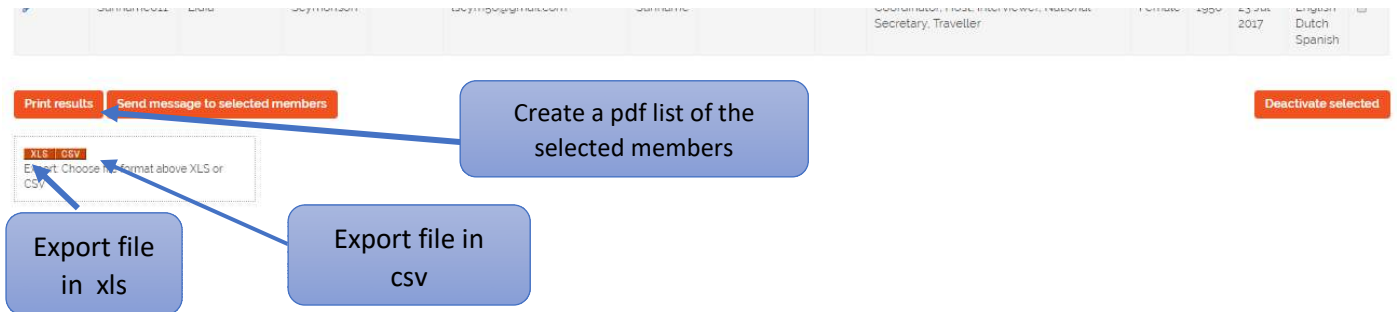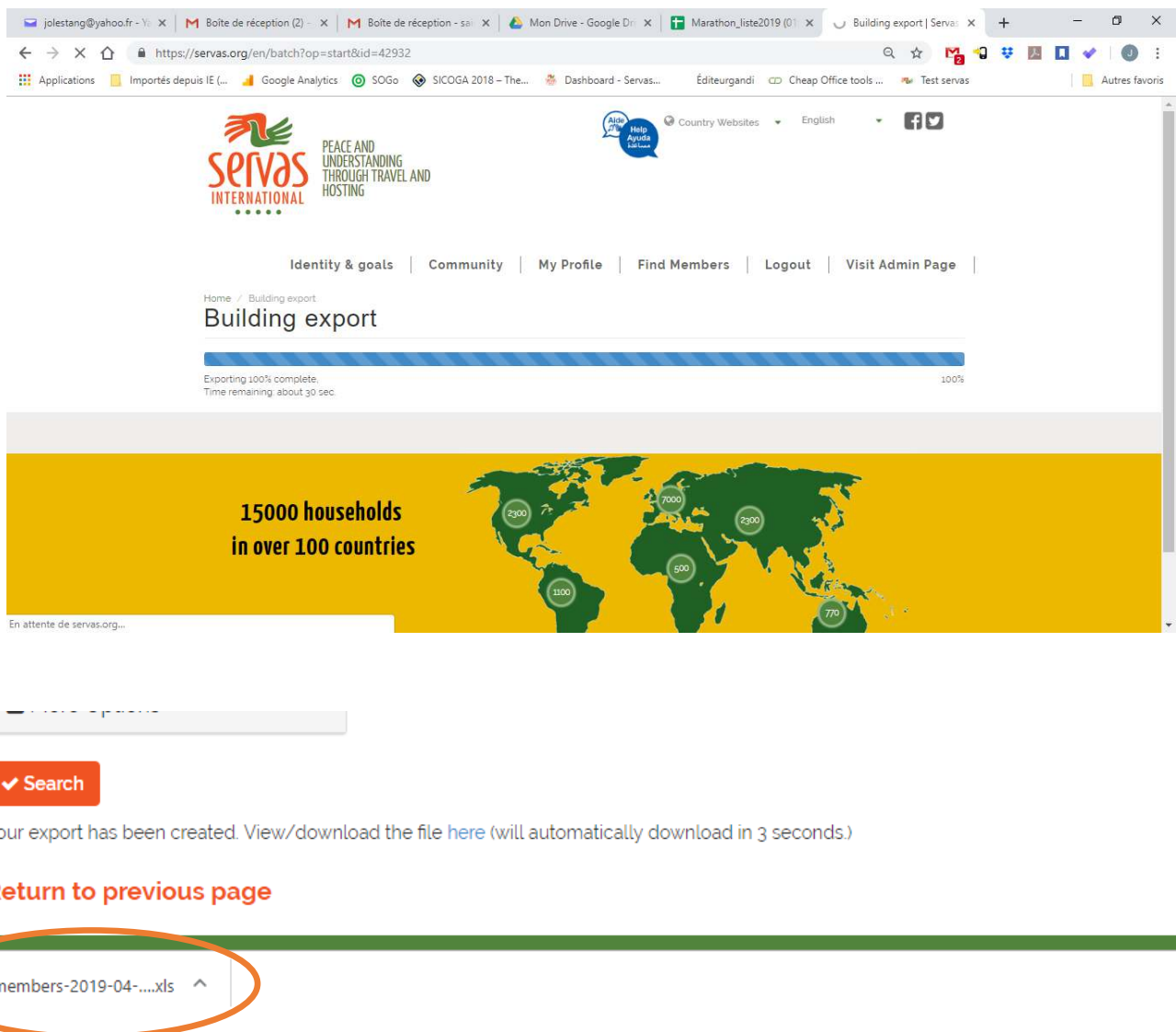# How to export the file from the Members Administration

To export the all the members datas for a Region, subregion or even a country, you have 2 choices, export the file in .xls or in .csv
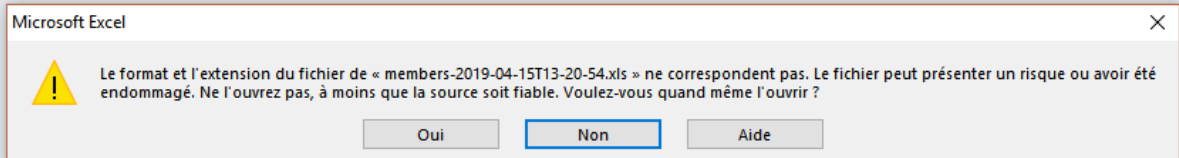

## 1 - Click on [XLS] to create an Excel file.

Click on the [xls file] to open it with Excel (or go on Download if the the xls file is not visible)

Before opening, you can have a warning telling you, the file could be damaged and could be at risk.

Click on [Yes] to open it, then activate the modification.

Some rows could be too wide. To reduce the Height of the rows in the table, select ALL the table with a click in the left upper corner of the table. Then right click in the left part of a row.

Click there to select all the table

Select the Height for the rows to 15 for example
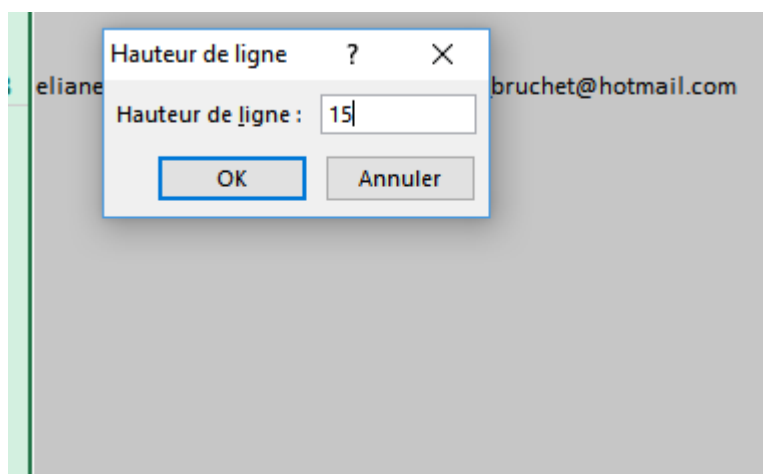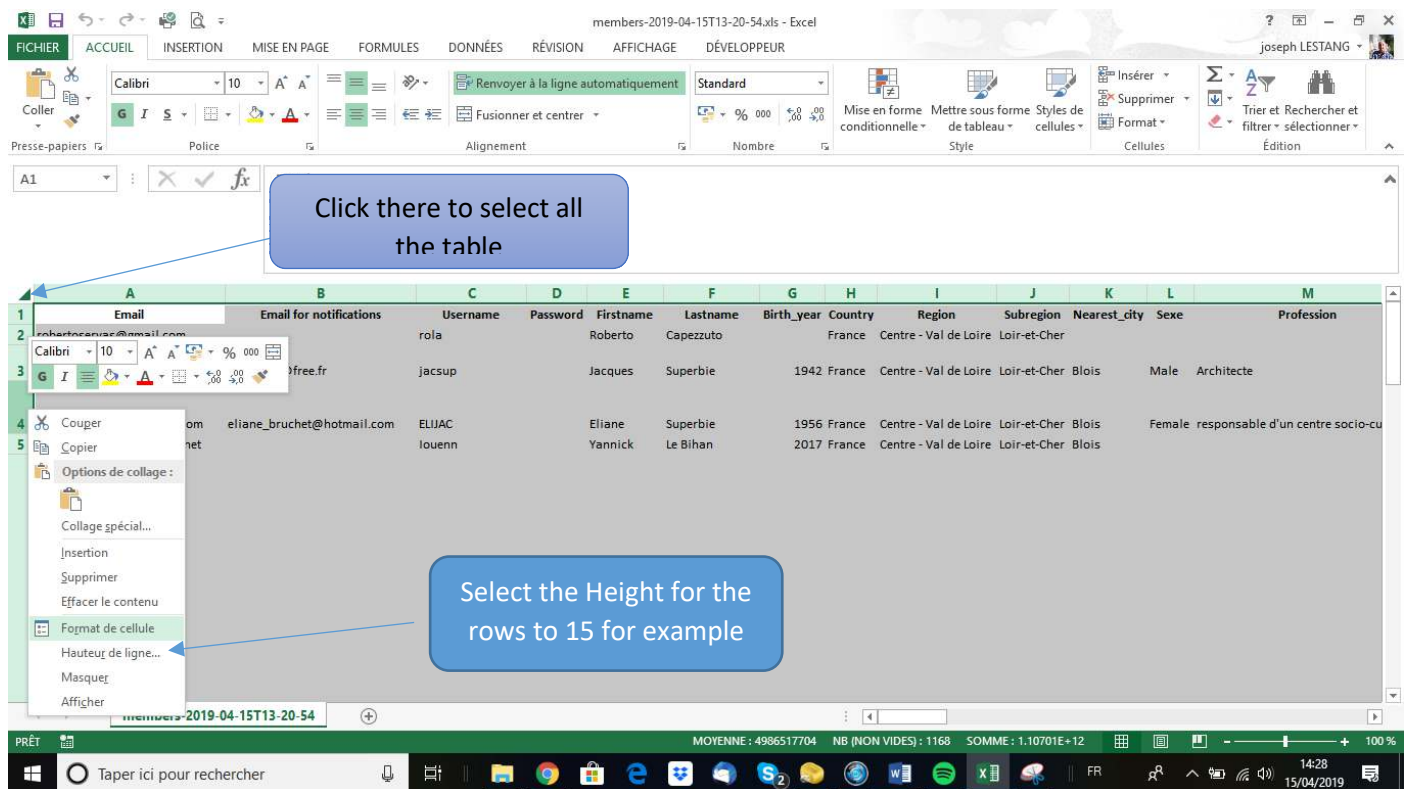
|	A	B	C	D	E	F	G	H
1	**Email**	**Email for notifications**	**Username**	**Password**	**Firstname**	**Lastname**	**Birth_year**	**Count**
2	robertoservas@gmail.com		rola		Roberto	Capezzuto		France
3	jsuperbie@free.fr	jsuperbie@free.fr	jacsup		Jacques	Superbie	1942	France
4	eliane_bruchet@hotmail.com	eliane_bruchet@hotmail.com	ELIJAC		Eliane	Superbie	1956	France
5	lebihan.yannick@laposte.net		louenn		Yannick	Le Bihan	2017	France
6	bill.servas@laposte.net	bill.servas@laposte.net	BillF		Bill	Fisher	1948	France
7	nad.servas@laposte.net	nad.servas@laposte.net	Nad		Nad	Baudon	1952	France
8	berthin.martine@orange.fr	berthin.martine@orange.fr	Bem		Martine	Berthin	1957	France

You have an Excel file with all the members datas including the old and new eStamps in colum CM

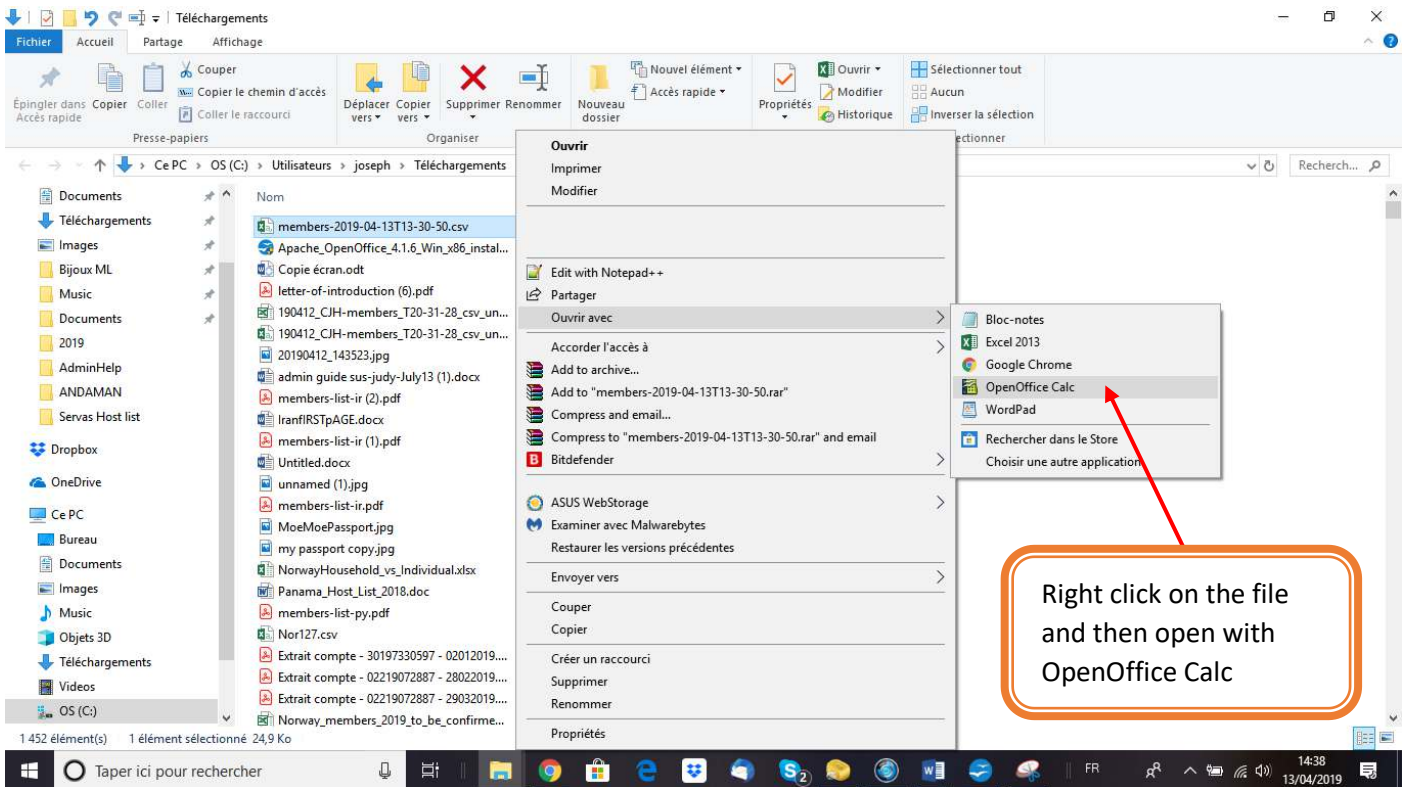| CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM
mbership_end_validity	Membership_fee_year	Active_status	Servas_key_use	User_notes	Uid	Admission date	Deactivation_date	Dernier accès	Timbre voyageur
		Non			41298				
31-janv-20		Oui			37405	14-avr-18		04/11/2019 - 15:50	
31-janv-20		Oui			35230	14-avr-18		05/02/2018 - 20:40	
		Non			27835				
31-janv-20		Oui			26832	07-juil-17		03/27/2019 - 20:03	
31-janv-20		Oui			26831	07-juil-17		03/27/2019 - 13:50	
31-janv-20		Oui			19443	19-déc-16		05/03/2018 - 10:00	
31-janv-20		Oui			15592			02/25/2019 - 10:44	
31-janv-20		Oui			15601			03/06/2019 - 06:59	FR-2019-0100
31-janv-20		Oui			15594			01/13/2019 - 16:33	2018-2005
31-janv-20		Oui			15596			03/09/2017 - 13:17	
31-janv-20		Oui			15589			03/29/2017 - 07:13	
		Non			15598		08-déc-17		
31-janv-20		Oui			15591			04/13/2019 - 20:49	FR-2019-0145

2 – Click on [CSV] to create a csv file

Your export has been created. View/download the file here (will automatically download in 3 seconds.)

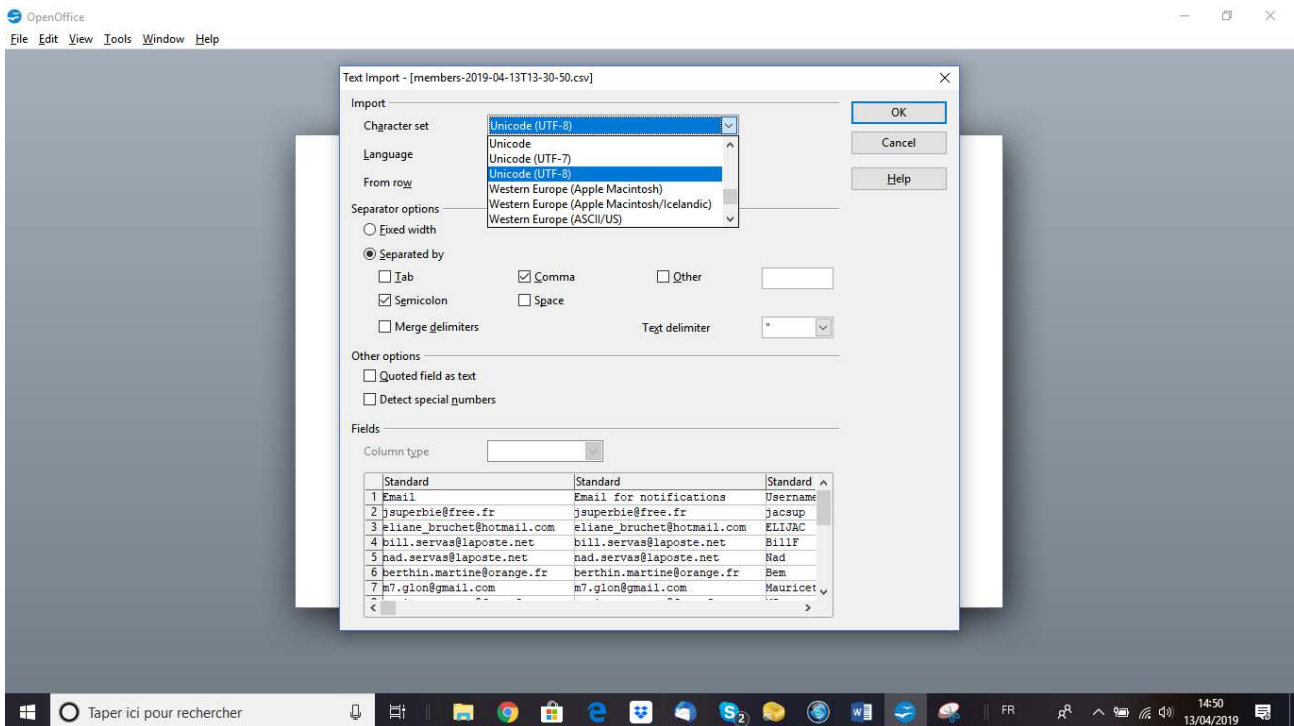**Return to previous page**

members-2019-04....csv ^
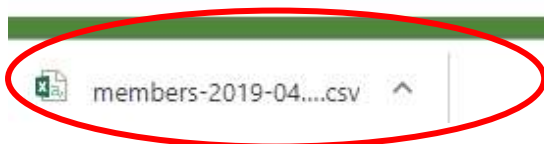
- The csv file have been downloaded on your computer or Tablet. Don't open it with Excel.
- If you have not yet on your Computer/Tablet **"Apache Open Office (Free software)"**, download it.

Right click on the file and then open with OpenOffice Calc

Select Character set : UTF-8

Select separated by: Comma and Semicolon then OK

If some rows are too wide, select all the page (click on the left upper corner of the table), then right click in a row, and set the Height for all the lines to 0.9 / 1 cm

After you can work on the file with Calc or save it as ods file or xls file if you prefer to work with Excel.