Follow these step-by-step instructions to view your project’s participant list:

1) Find your project in the Beyond the Farm event module, starting here: http://alu.ms/BTF_projects
Instructions for Viewing Participant List

2) Once you’ve found your project, click “Manage Event” on the right-hand side of the page.
Instructions for Viewing Participant List

3) Next, click “Reports” towards the top of the page.
Instructions for Viewing Participant List

4) Click “Registration Reports”

   a. A drop-down of reports will then appear.

   b. Find the report labeled “Event Registration List” and click “Run.”
5) Once downloaded, your project's Event Registration List should appear on your browser.

** NOTE: This list will show all registration statuses for every participant, including those who have signed up, then later cancelled.

Please let us know if you have any questions or would like us to clarify any of the steps in the process. We hope these instructions are helpful.

Best wishes,

Stanford Alumni Association - Beyond the Farm staff

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