How to View Participant List

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: https://alumni.stanford.edu/get/page/groups/events?group_id=0038991862
2. Once you’ve found your project click “Manage Event” on the right hand side of the page.
3. Next, click “Reports” towards the top of your page.
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.