

Here are some easy steps to convert the online attendee list to Excel for further use:

1. At the bottom righthand corner, you will find an option to set the number of rows to display. The default view is 25 Rows Per Page. Double-click on “25” and type “999” and press enter. This will give you the entire list in one view.
2. The columns of this online form can be sorted at the top just like in Excel for easy view by first or last name, store, state, etc..
3. At the top-right of the page, under the red bar reading “Bookseller Registrants Listing,” you will find a little printer icon. Click on that icon.
4. When in the print view, you can select all (Ctl-A) and copy (Ctl-C).
5. If you open a blank Excel sheet, you can paste the data (I prefer using Ctl-Alt-V and selecting Text, instead of just Ctl-V to Paste, but both should work)
6. A little bit of re-formatting is required (deleting first column and first several rows), but this will give you an up-to-date list in Excel.