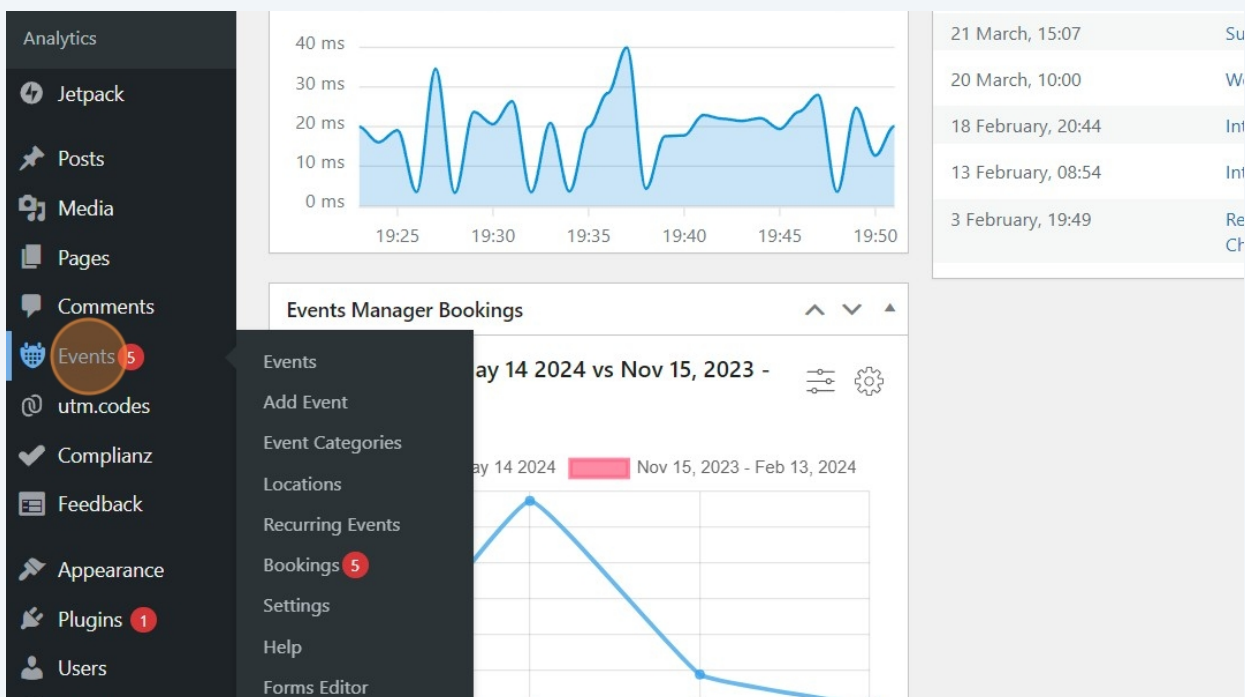


1 Open the website admin page.

2 Click "Events" in the left hand menu.



3 Click the event you would like to get the bookings for.

The screenshot shows the WordPress Events calendar interface. The sidebar on the left is dark with a blue highlight on the 'Events' menu item, which has a red notification badge with the number '5'. Below the sidebar, the main content area is titled 'Events' and includes an 'Add Event' button. Below the title, there are filters for 'All (27)', 'Published (26)', and 'Draft (1)'. There are also buttons for 'Bulk actions', 'Apply', 'Future events', 'View all categories', and 'Filter'. The main content area displays a list of events with checkboxes, titles, and statistics. The first event, 'Euston Open/Novice Trial - Saturday', is selected and highlighted with a blue border. An orange circle highlights the 'manage bookings' link in the right-hand sidebar of the event view.

4 Click "manage bookings" on the right.

The screenshot shows the WordPress Events calendar interface. The left side displays a map of the event location, 'Euston', with a red pin. The map includes labels for 'Grange Farm', 'Barnham Rd', 'A1088', 'Euston Hall', and 'ton Estate'. The right side of the interface shows the 'Bookings Stats' sidebar, which includes a 'Default template' dropdown, 'Bookings Stats' section with 'Available Spaces: 38', 'Confirmed Spaces: 22', and 'Pending Spaces: 6'. Below the stats, there are links for 'manage bookings', 'printable view', and 'add booking'. An orange circle highlights the 'manage bookings' link. Below the stats, there is a 'Cookiebanner' section with a checkbox for 'Disable Compliant on this page' and a 'WP to Buffer Pro: Featured and Additional Images' section.

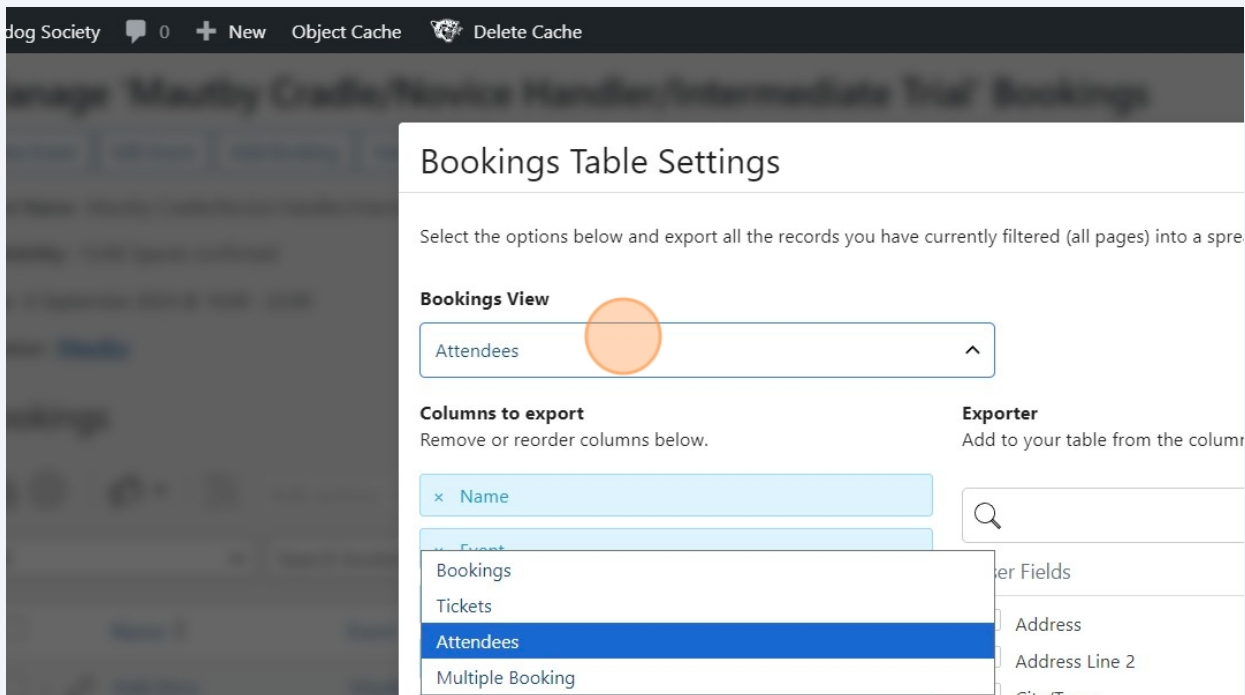
5 Click the "export" button at the top of the booking list.

The screenshot shows a dashboard with a left sidebar containing menu items like Settings, Help, Forms Editor, Payment Gateways, Coupons Manager, utm.codes, Complianz, Feedback, Appearance, Plugins (1), Users, User Access, Tools, and Settings. The main content area features a summary card with 'Total Sales £170.00' and 'Total Bookings 10'. Below this is a 'Bulk actions' dropdown menu with an 'Apply' button, a search field, and a filter dropdown set to 'All'. An orange circle highlights the export icon (a document with an arrow) in the bulk actions menu, with a tooltip that says 'Export these bookings.' Below the menu is a table with columns 'Name' and 'Event'. The table lists five bookings for 'Euston Open/Novice Trial - Saturday' with names: Dee Chapman, Claire Neal, Sue Little, Andrea Bartram, and Ed Thornallev.

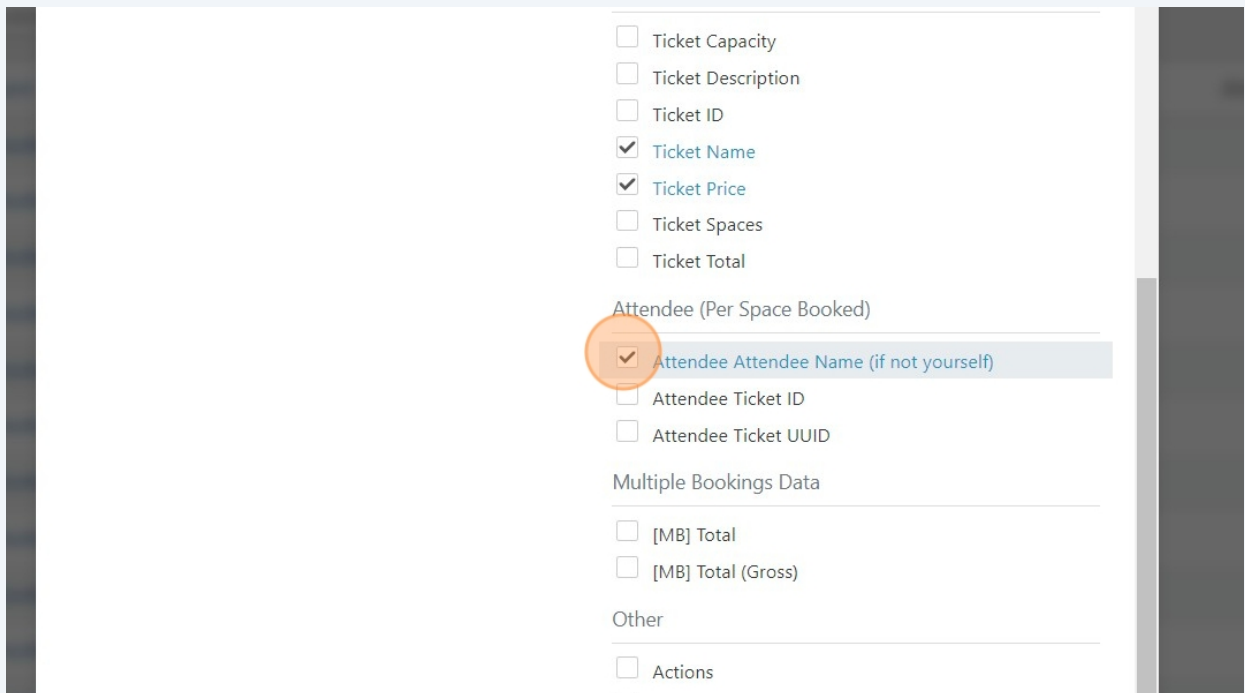
6 Click the "bookings view" dropdown.

The screenshot shows a 'Bookings Table Settings' dialog box. At the top, it says 'Select the options below and export all the records you have currently filtered (all pages) into a spreadsheet form'. Under 'Bookings View', there is a dropdown menu currently set to 'Bookings', which is highlighted with an orange circle. Below this are two sections: 'Columns to export' and 'Exporter'. The 'Columns to export' section has a list of columns: Name, Event, Bookings (highlighted), Tickets, Attendees, and Multiple Booking. The 'Exporter' section has a search field and a list of fields: Address, Address Line 2, and City/Town.

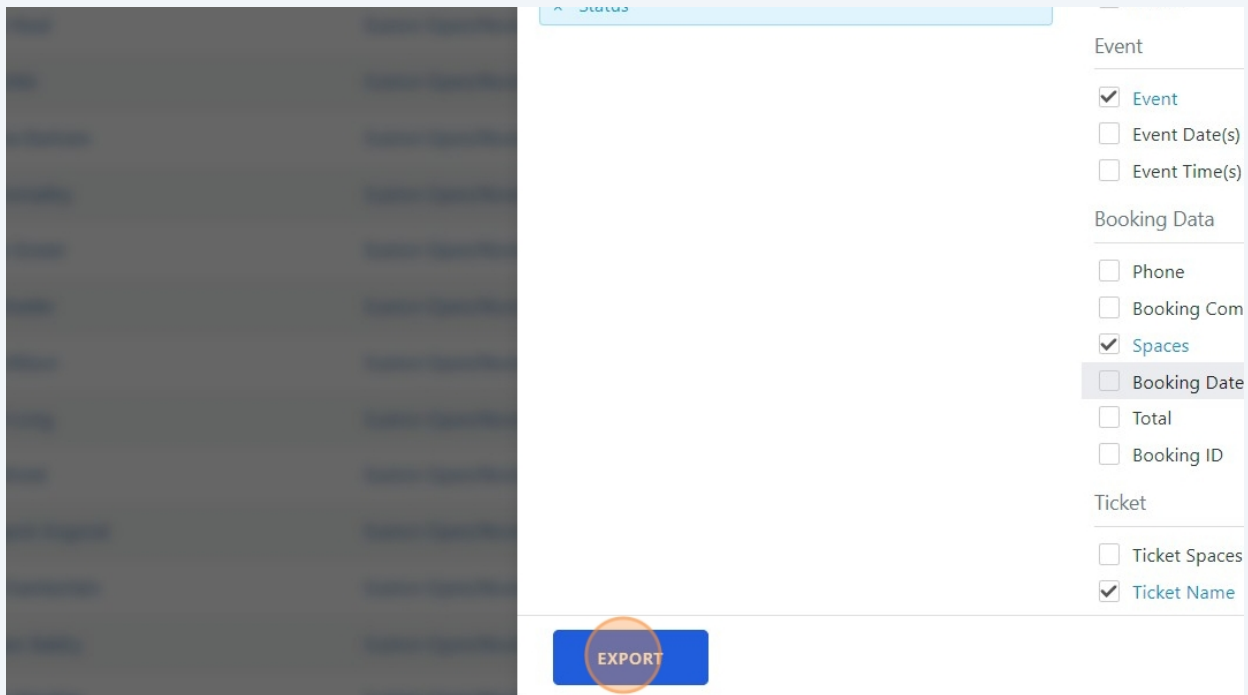
7 Select "attendees".



8 On the right hand side of the box, ensure the "attendee name" is selected.



9 Click "EXPORT"



10 The CSV will now download to your computer.