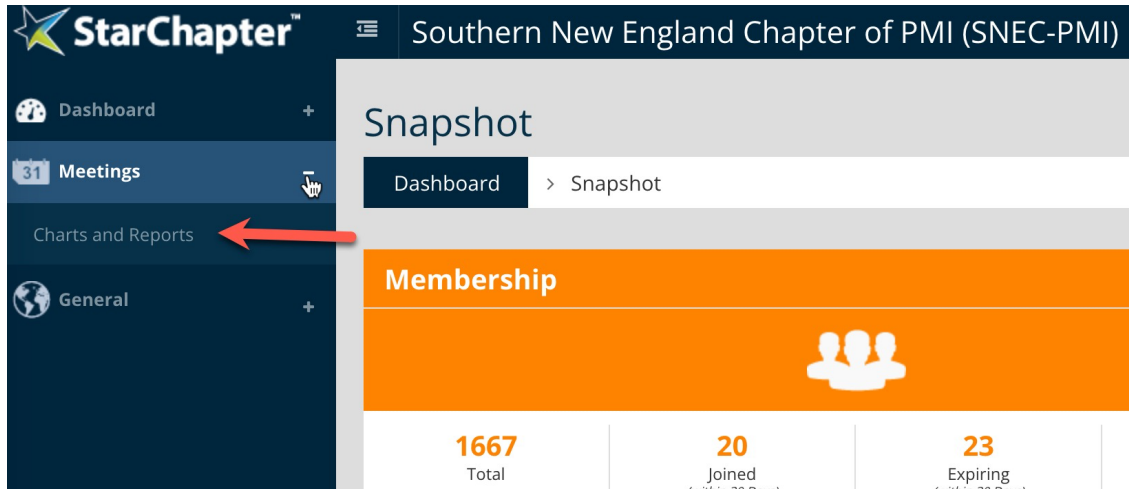


How to Create an Excel File of Meeting Registrations on StarChapter

1. You will need to login to the administrative back-end of the SNEC StarChapter web site. *Your administrative account should have been established and the specific credentials sent to you via email.* The back-end URL is: <https://sneq-pmi.starchapter.com/adminarea>
2. After login, the initial screen provides a lot of information on the overall web site. Click on **Meetings** in the left-hand menu, and then **Charts and Reports**:



3. On the next screen, you will see two tabs. Feel free to explore the various reports at your leisure, but for our purposes, please click on the **Reports** tab and then click on **Meeting Registration Detail**.

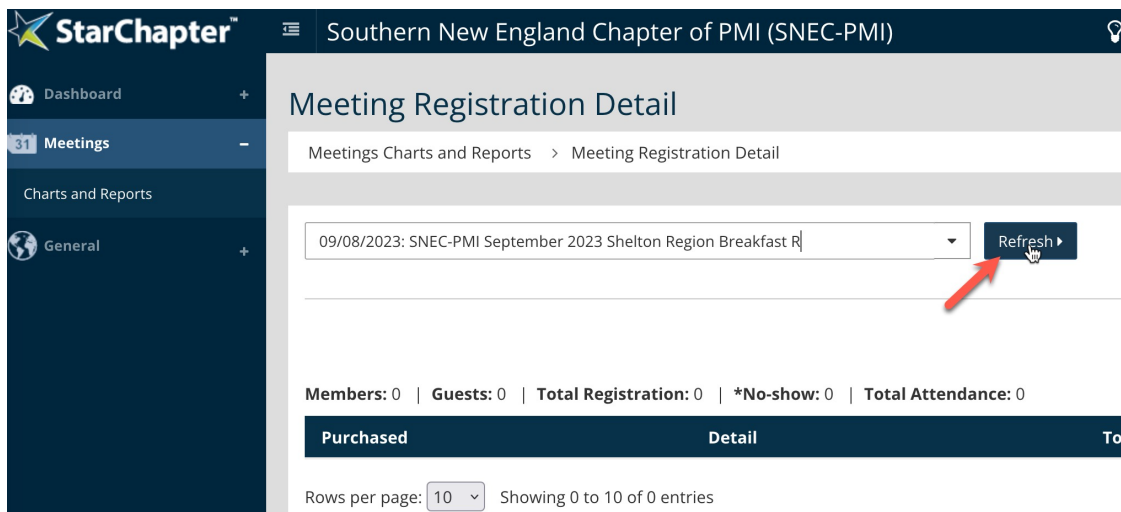


How to Create an Excel File of Meeting Registrations on StarChapter

- On the next screen, click on the drop-down list (Select a Meeting) and choose the appropriate meeting.

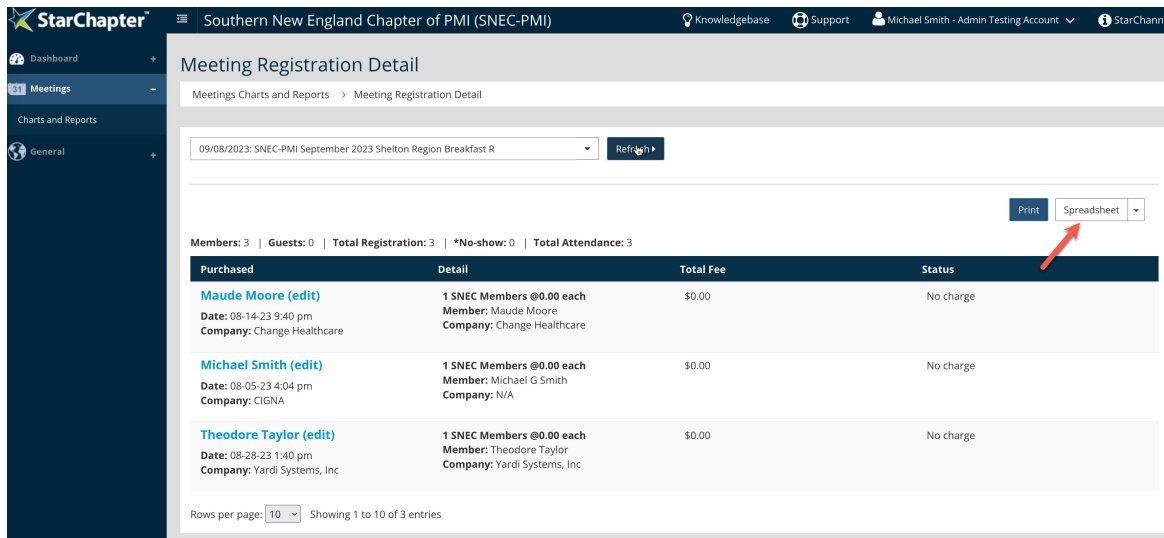


- Next click **Refresh** to pull up the latest list of registrants on the screen.

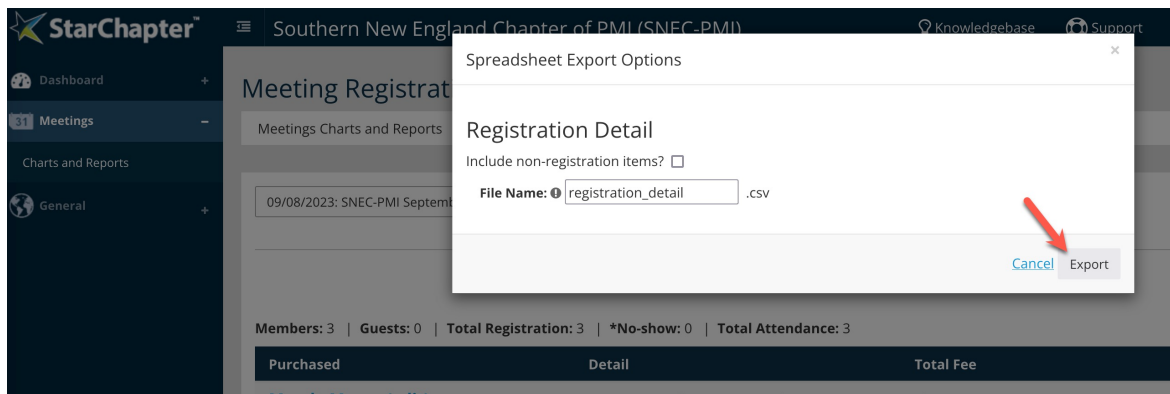


How to Create an Excel File of Meeting Registrations on StarChapter

- On the list of patients screen, click on the Spreadsheet button to create an excel extract (creates a CSV file which will open in Excel and can then be saved as a .XLSX file).



- On the final screen, give the export file an appropriate name (if desired) and click the **Export** button.



- You can logout by clicking your name at the top of the screen and then clicking on **Sign Out**.