

# Export member info

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Admins can export their member info into a CSV file from Heylo, anytime. The CSV file can be opened in Google Sheets, Microsoft Excel, or any other spreadsheet software.

When selecting the export option, admins will receive an email with all member's info. The info includes:

- Member name
- Join date
- [Profile](#) details
- [Icebreaker](#) responses
- [Email](#)
- [Waiver](#) signature date
- [Event attendance](#)
- Private info
- Last active date, or the last time they visited your group

Note, member passwords and payment information are encrypted and not available for export.

If an admin needs a custom report, [get in touch with the Heylo team](#), and we'll see if we can help!

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