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To download the Giving Fuel donor details for SimplePort...

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Log into your Giving Fuel account and select **Registrations** from the icon toolbar, this link should take you to the correct page > https://cp.webconnex.com/merchant/products/1/manage/campaigns?q=edit&id=26118

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Campaigns	Registrations	Transactions	Subscriptions	Customers	Communication	Reports		
	Select							
Registrations								
Select Export fro	om the Registra	tions options	Sea	rch 🤹 Refresh	🖥 Exemprt	Select		
In the Export Option section highlight all in the Campaigns value field								
Export Options								
Campaigns		ACIP support Cousin Family Member Friend GFP Cousin GFP Family Mem GFP Friend GFP Head of the GFP One Time D Head of the Famil One Time Donatio	ber Family onatio y	elect (highlight)	all campaigns			

Leave the **From Date** and **To Date** fields empty (do not select a date range). Giving Fuel will not export all campaigns when using date ranges, only specific campaigns. Select **Completed** for the **Status** value and select all campaigns for the **Fields** value (highlight all campaigns).

From Date			Leave blank
To Date			
Status	Completed Select Com	pleted	
Fields	Registration Date Registration ID Registration Notes Multi-Reg ID Customer ID Form ID Group ID Referral URL Checked In	←	Select (highlight) all Fields



After highlighting all filed values, click the "Add To" arrow icon to all add all fields to the export



All selected values will be moved to the export values



Save the file with an appropriate file name for uploading to the SimplePort service.

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