

## Instructions on Pulling Your Crews T-shirt list from Better Impact

### The Basics

Once you are logged into your crew account, select **Reports** (from the dropdown menu select **Raw Data Reports** and then select **Personal Profile Export**).

**Select the applicable statuses of your volunteers** (everyone should be “Accepted” by this time...).

Select **Search** (at the bottom of the page). A new section will open, **click Select All** (this will deselect all categories except for First Name and List Name).

Scroll down the page to **Custom Fields** and under **About You** select **What is your T-shirt size?**

Scroll down to the bottom of the page, **Export Profiles**.

An Excel Document will download, open it for your crew T-shirt listing.

### To get more fancy and filter your list

Highlight the first row (column headings).

Select **Data, Filter**.

If you click on the T-shirt size column click on the Filter arrow. A new window will pop up. You can select Ascending and Descending. You can then highlight all the t-shirts in each size. The count for the sizes will be in the bottom on the excel spreadsheet. This will help you quickly count the number of t-shirts you have for each size.