

# How to Download Good News Club Online Roster



# To Do Beforehand

- Click on the roster you would like to download
- At the bottom of the school landing page

## Rosters and Order Form

Parent Information Roster

Dismissal List

List of Allergies

Order Form



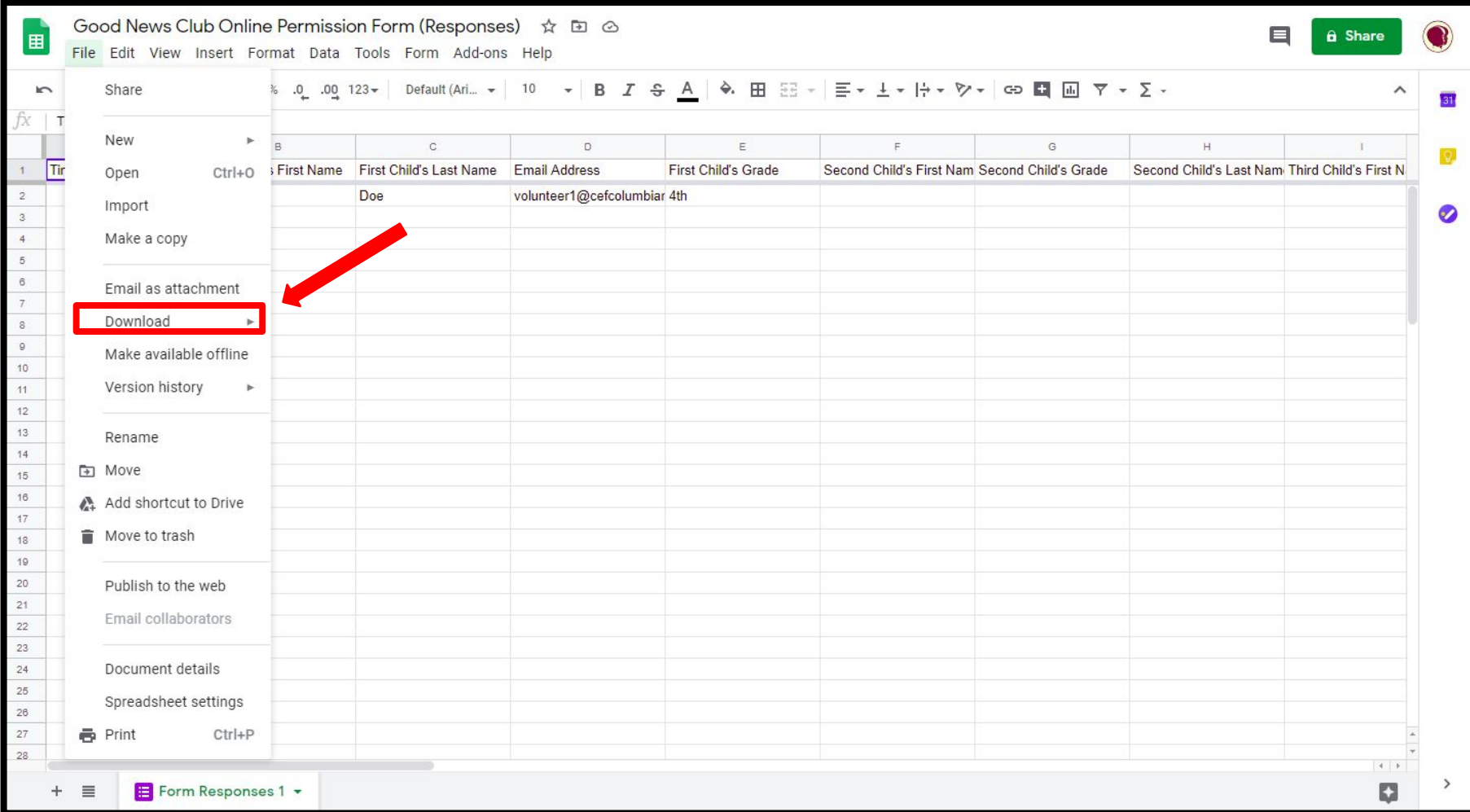
How to Download Good News Club Online Rosters  
Download File





# Step 2

- Put mouse cursor on “Download”

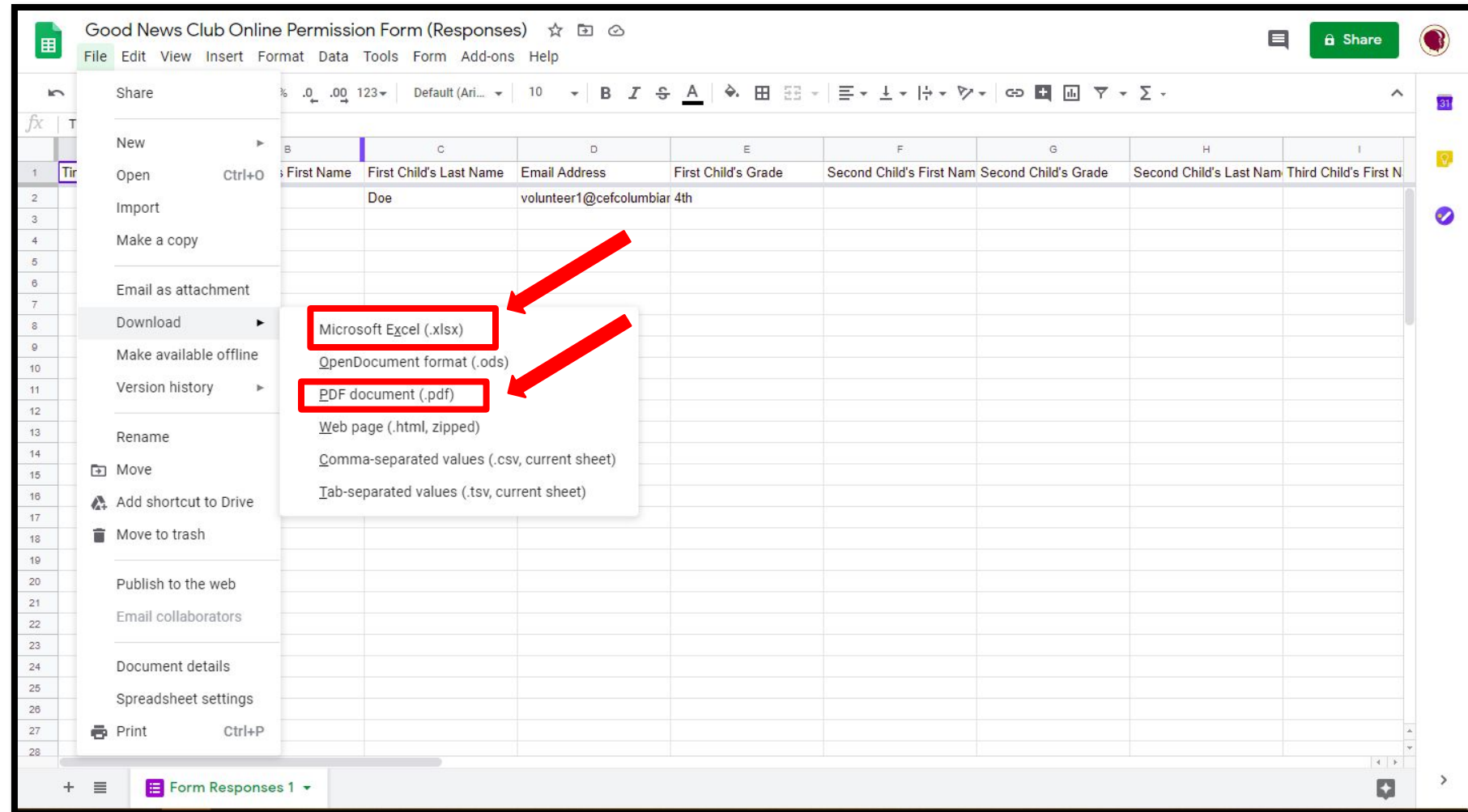


The screenshot shows a Google Sheets spreadsheet titled "Good News Club Online Permission Form (Responses)". The spreadsheet has columns for "First Name", "First Child's Last Name", "Email Address", "First Child's Grade", "Second Child's First Name", "Second Child's Grade", "Second Child's Last Name", and "Third Child's First Name". The first row of data contains "Doe" in the "First Child's Last Name" column and "volunteer1@cefcolumbiar 4th" in the "Email Address" column. The "File" menu is open, and the "Download" option is highlighted with a red box. A red arrow points to the "Download" option. The "Share" button is visible in the top right corner.

First Name	First Child's Last Name	Email Address	First Child's Grade	Second Child's First Name	Second Child's Grade	Second Child's Last Name	Third Child's First Name
	Doe	volunteer1@cefcolumbiar 4th					

# Step 3

- Select either “Microsoft Excel (.xlsx)” or “PDF document (.pdf)”
- Follow the usual download instructions for your browser



# Important Note

- Any downloaded roster will not stay up to date like the online roster will
  - Check the online roster regularly for updates to the roster

