



Important: Club Express Admin Access

All NHORA Board of Directors members with administrative access are required to log in to www.nhora.org to access the Club Express CRM and perform administrative tasks.

Please note: If you do not see the Control Panel option, this means you do not currently have administrative access to the Club Express CRM.

For assistance, please contact Jerman Martinez, NHORA National Virtual Assistant, at virtudesk.jerman.martinez@gmail.com.

Download the Event Registrant List in ClubExpress CRM

Follow the steps below to download the list of registrants in NHORA Chapter Event .

1. Log in to **www.nhora.org** and click the ⚙️ **Control Panel** option.
2. Go to the **Website** tab and select **Events** under **Website Modules**.
3. Search for the event title using the search box, then click **Search**.
4. Click the **Action** button and select **Edit**.
5. At the top of the page, click **Report**, then select **Registration Details**.
6. Update the **Report Title** according to your preference.
7. Under **Output**, select your preferred file format. **PDF or MS Excel** is recommended.
8. Click **Run Reports** to generate and download the event registrant list.
9. On your computer, open your **Downloads** folder to locate and review the downloaded file.