

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

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>

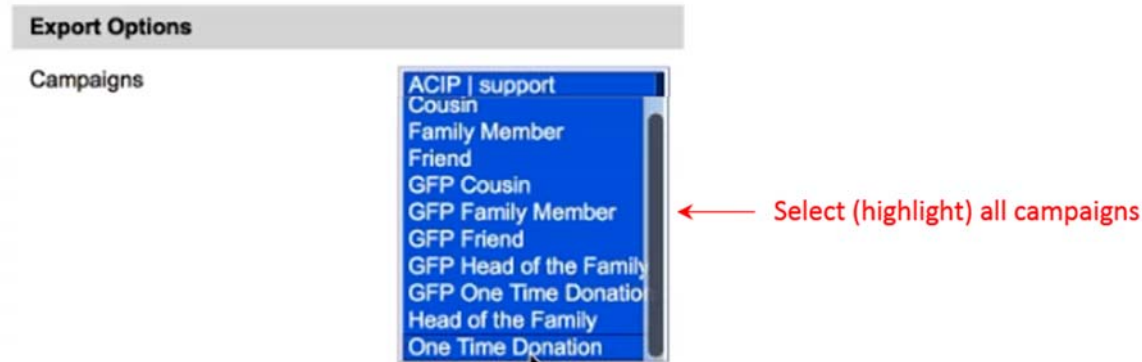


## Registrations

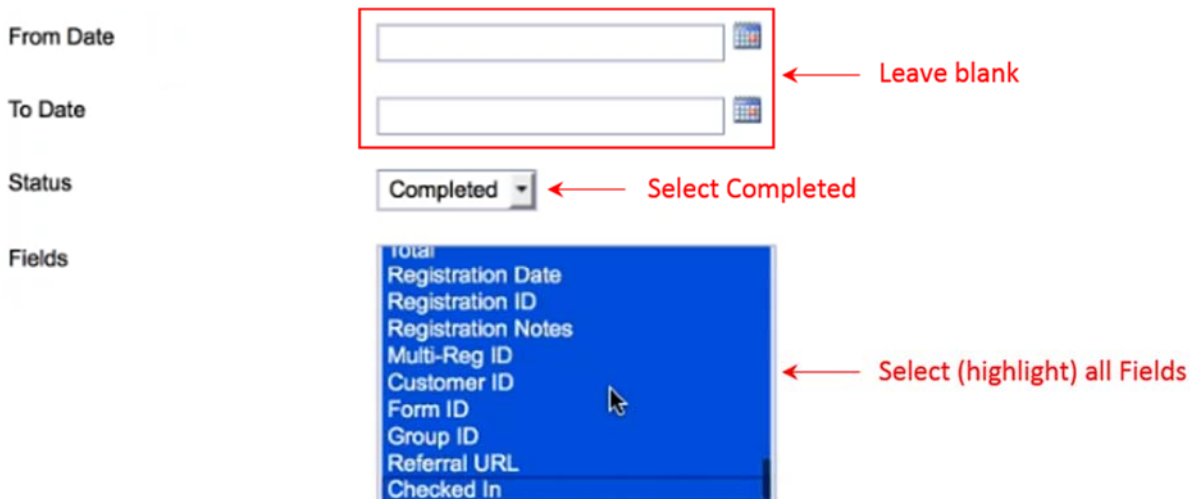
Select **Export** from the Registrations options



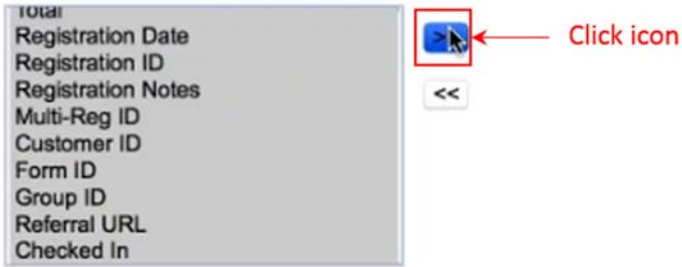
In the **Export Option** section highlight all in the **Campaigns** value field



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).



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



Click the **Export** button  ← Click button

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

