

GO by Spark: How to Export the Users?

Scribe 

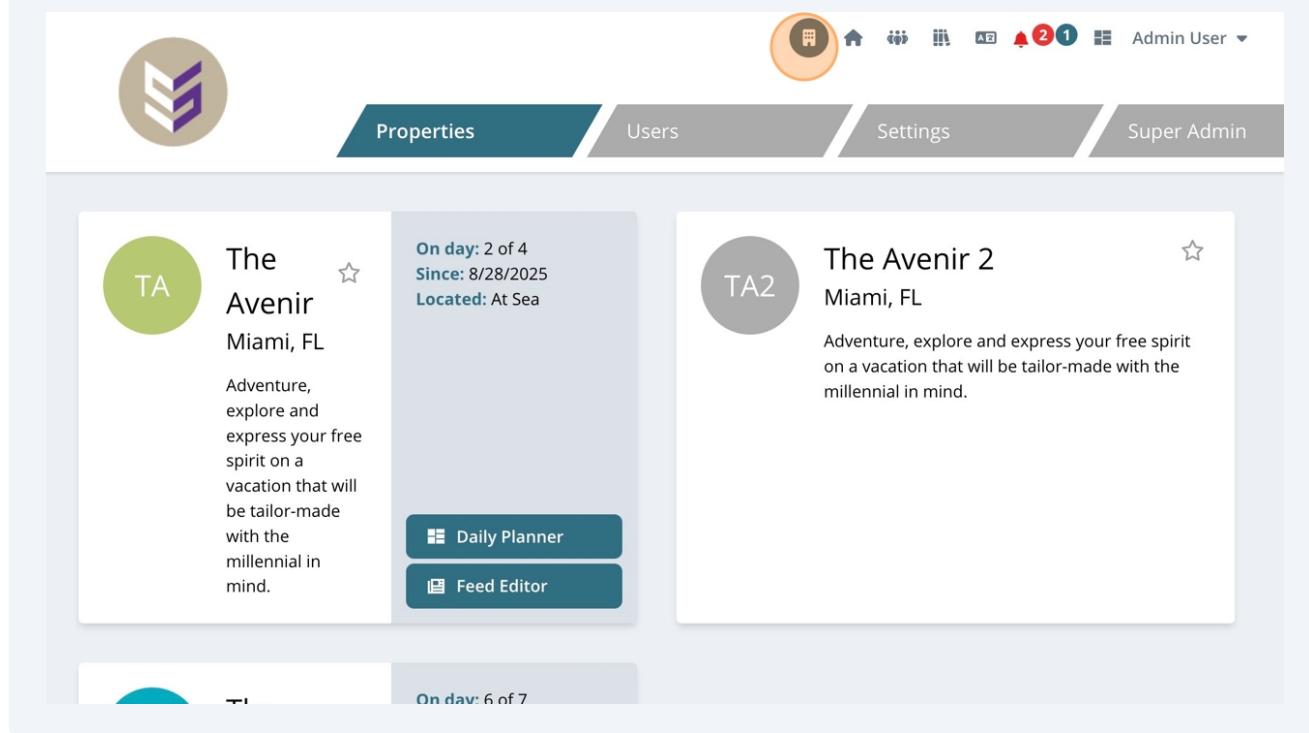
This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/GO_by_Spark_How_to_...

This guide provides a straightforward process for exporting a list of GO Users from GO. By following the simple steps, a user with the User Manager permission can efficiently export a list of users to suit their user management needs.

1 Depending on the version, the "Users management" can be found:

- **Within the user options:** Click the user name and then click "Manage Users".
- **Or, as a tab:** Click the building icon and then click "Users".

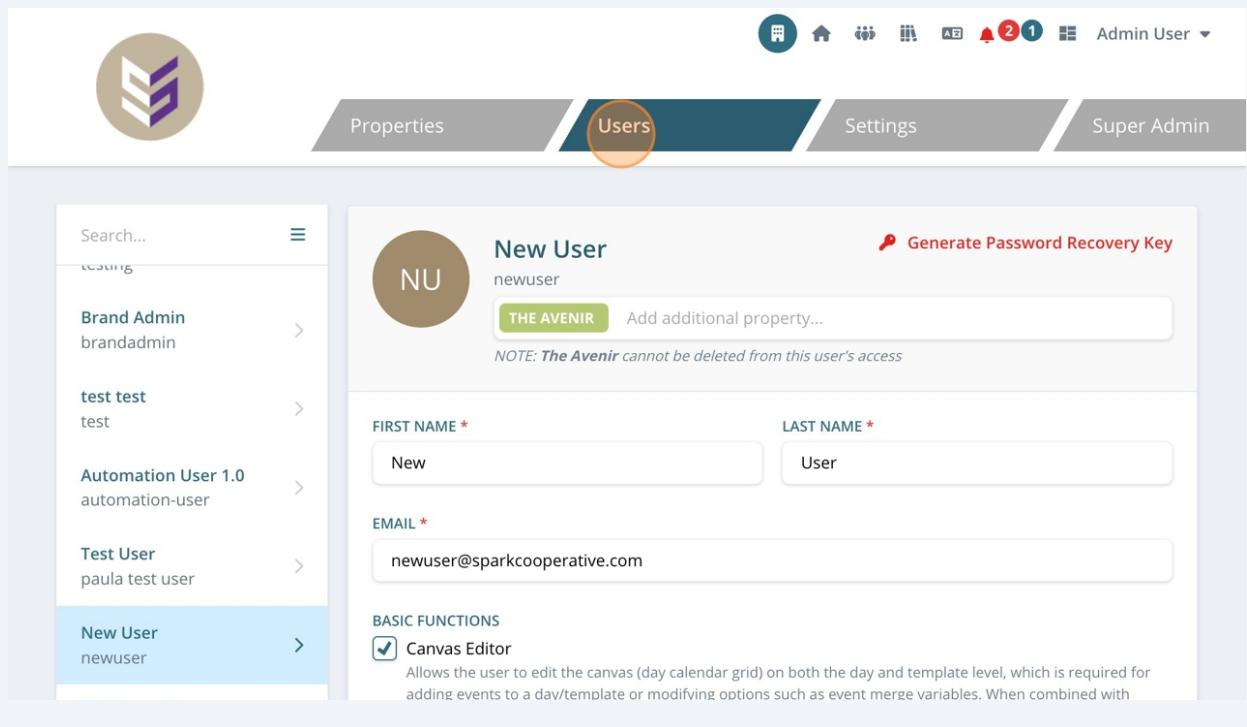


The screenshot shows the GO by Spark application interface. At the top, there is a navigation bar with icons for Home, Properties, Users (which is highlighted in orange), Settings, and Super Admin. The main content area displays two user profiles:

- The Avenir** (Miami, FL):
 - Profile picture: Green circle with 'TA'.
 - On day: 2 of 4
 - Since: 8/28/2025
 - Located: At Sea
 - Description: Adventure, explore and express your free spirit on a vacation that will be tailor-made with the millennial in mind.
 - Buttons: Daily Planner, Feed Editor.
- The Avenir 2** (Miami, FL):
 - Profile picture: Grey circle with 'TA2'.
 - Description: Adventure, explore and express your free spirit on a vacation that will be tailor-made with the millennial in mind.

At the bottom of the screen, there is a progress bar indicating 'On day: 6 of 7'.

2 Click on the "Users" tab.



Properties **Users** Settings Super Admin

NU **New User** **Generate Password Recovery Key**

newuser **THE AVENIR** Add additional property...

NOTE: The Avenir cannot be deleted from this user's access

FIRST NAME * LAST NAME *

New User

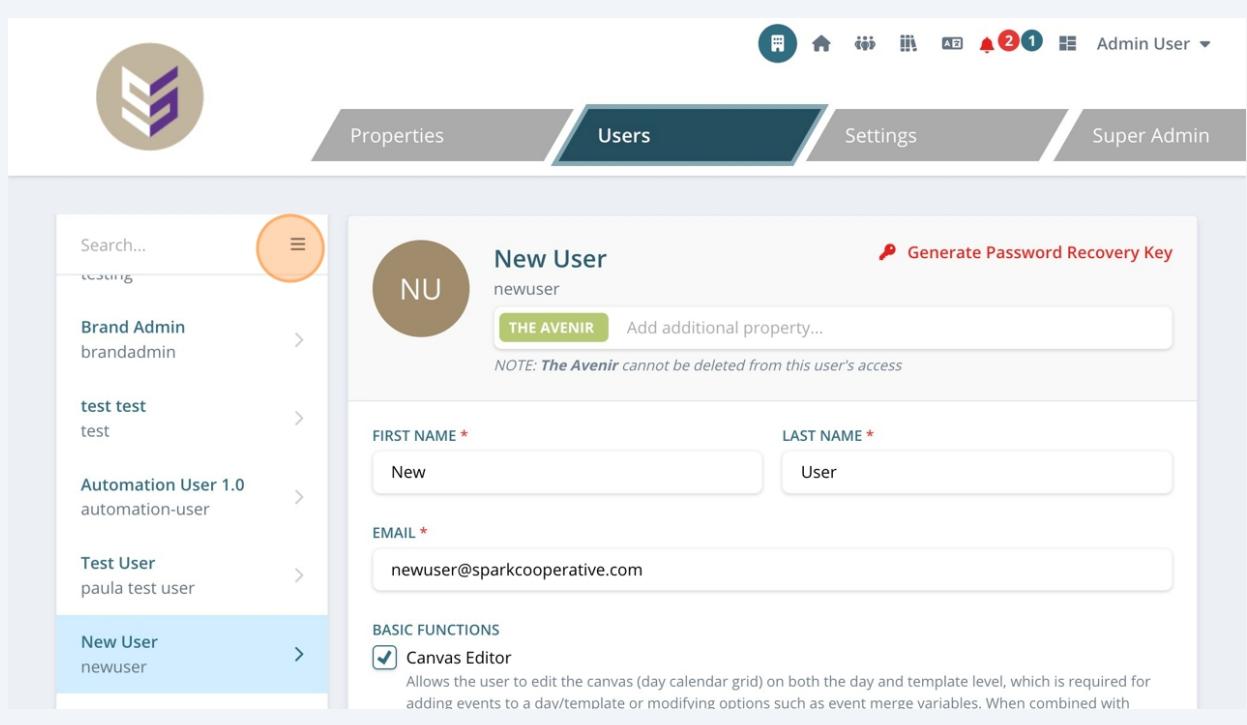
EMAIL *

newuser@sparkcooperative.com

BASIC FUNCTIONS

Canvas Editor
Allows the user to edit the canvas (day calendar grid) on both the day and template level, which is required for adding events to a day/template or modifying options such as event merge variables. When combined with

3 Click on the "three -lines" icon.



Properties **Users** Settings Super Admin

NU **New User** **Generate Password Recovery Key**

newuser **THE AVENIR** Add additional property...

NOTE: The Avenir cannot be deleted from this user's access

FIRST NAME * LAST NAME *

New User

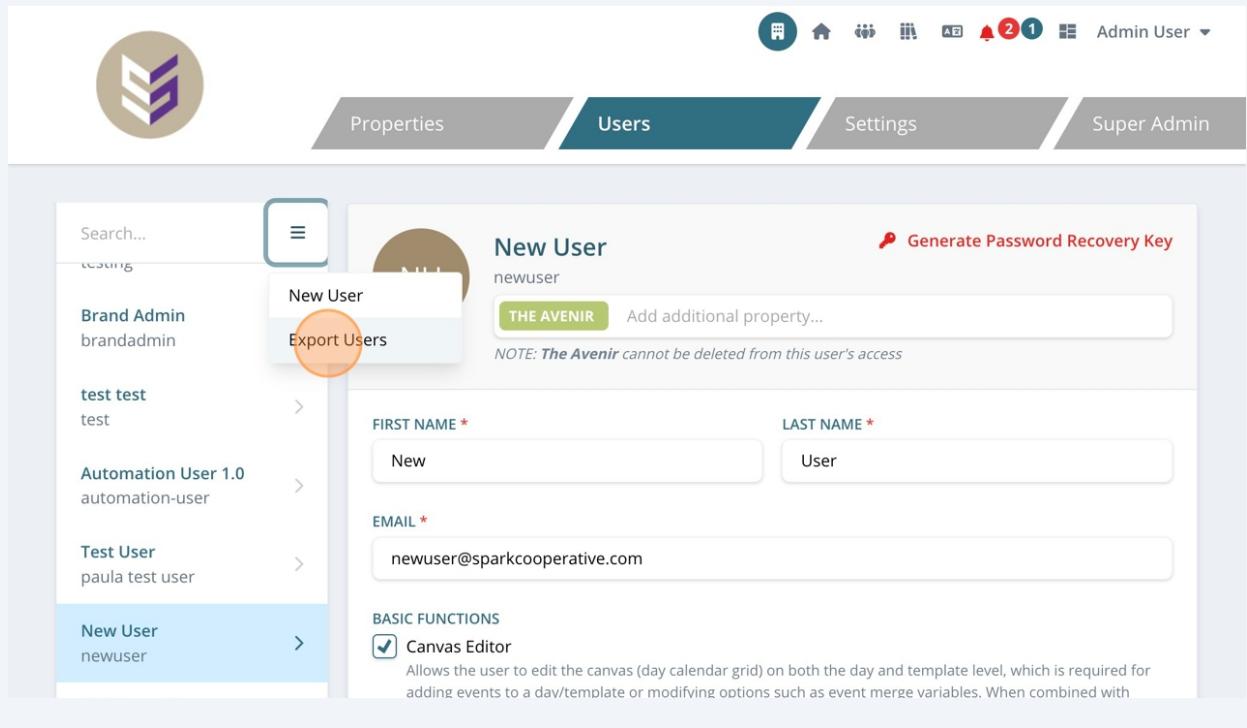
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BASIC FUNCTIONS

Canvas Editor
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4 Select and click on "Export Users".



Tip! The file will export as a CSV file. After exporting the file, you can customize and organize the information to suit your needs.