

Repeat Rewards

Data Downloads from the RepeatRewards Portal

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Download Member Information from RepeatRewards

1. Log In
 - Go to: <https://www.repeatrewards.com/rrmerchant/index.aspx>
 - Log in using your merchant credentials.
2. Open Member Information
 - In the menu on the left side of the screen, click Loyalty.
 - Select Member Information.
3. Run an Advanced Member Search
 - Click Advanced Member Search.
 - Scroll to the bottom of the page.
 - Click Run Search.
4. Select the Information to Export
 - Once the search results appear, click Select Fields.
 - Check the fields you want included in the export (for example: Name, Email Address, Phone Number, Birthday, Points Balance, etc.).
5. Download the Data
 - Click Download.
 - Select Export All.
6. Save the File
 - When prompted, choose a location on your computer that is easy to find later (such as your Downloads folder or a designated customer data folder).
 - Click Save.

The customer information will be downloaded as a file that can be opened in Excel or another spreadsheet program for review and analysis.

Quick Reference

Log in to RepeatRewards.

Loyalty → Member Information.

Click Advanced Member Search.

Scroll down and click Run Search.

Click Select Fields and choose desired data.

Click Download → Export All.

Save the file to a memorable location.

Download Reward Information from RepeatRewards

1. Log In
 - Go to: <https://www.repeatrewards.com/rrmerchant/index.aspx>
 - Log in using your merchant credentials.
2. Open Reports
 - In the menu on the left side of the screen, click Loyalty Reports.
 - Select Reward Details.
3. Select expiration date range
4. Click Download.
 - Select CSV.
4. Save the File
 - When prompted, choose a location on your computer that is easy to find later (such as your Downloads folder or a designated customer data folder).
 - Click Save.

The reward information will be downloaded as a file that can be opened in Excel or another spreadsheet program for review and analysis.

Quick Reference

Log in to RepeatRewards.

Reports → Loyalty Reports → Reward Details.

Select expiration date range

Click Download → CSV.

Save the file to a memorable location.

Download Gift Card Information from RepeatRewards

1. Log In
 - Go to: <https://www.repeatrewards.com/rrmerchant/index.aspx>
 - Log in using your merchant credentials.
2. Open Gift Card Report
 - In the menu on the left side of the screen, click Gift Card.
 - Select Account.
5. Select 'Order By' (if desired)
6. Click Download.
 - Select CSV.
4. Save the File
 - When prompted, choose a location on your computer that is easy to find later (such as your Downloads folder or a designated customer data folder).
 - Click Save.

The gift card information will be downloaded as a file that can be opened in Excel or another spreadsheet program for review and analysis.

Quick Reference

Log in to RepeatRewards.

Gift Card → Account.

Select 'Order By' if desired.

Click Download → CSV.

Save the file to a memorable location.