Data Downloads from the RepeatRewards Portal

TASK	PAGE
Download Member Information from RepeatRewards	2
Download Reward Information from RepeatRewards	3
Download Gift Card Information from RepeatRewards	4

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.
3. In the 'Based On' field, select 'All'
4. Select 'Order By' (if desired)
5. Click Download.
    - Select CSV.
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 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.