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Export journal completion

Revision 2026-10-10

Download a spreadsheet of who journaled each day.

The export lists who journaled on each day. It shows completion only, not what athletes wrote.

1. Open **Team Journals**, then **Export**.
2. Pick a **Start** and **End** date.
3. Select **Load export**. The table shows **Athlete**, **Date**, **Daily** and **Weekly**.
4. Select **Download CSV** to save a spreadsheet file.
5. Select **Back to Team Journals** to return.

To save one athlete's whole journal instead, open it and select **Download PDF**.

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