

# Tutoriel Machform

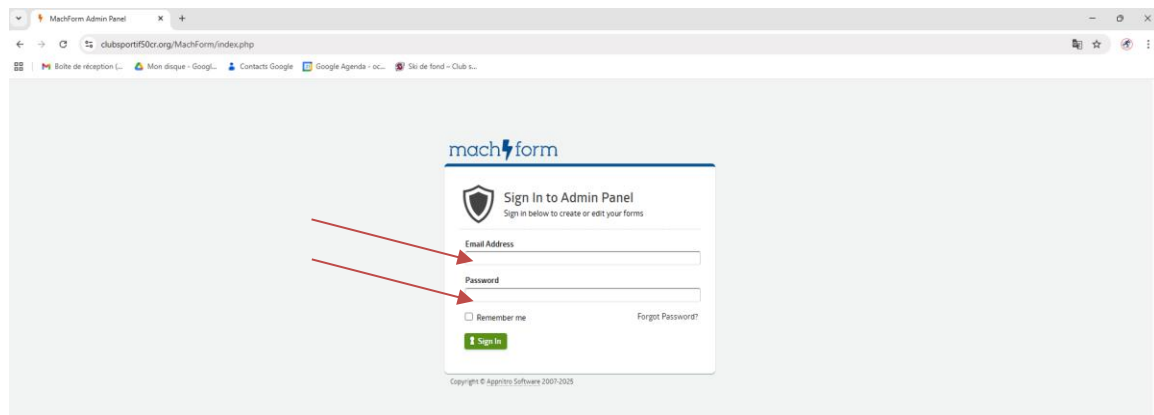
Le Club Sportif utilise le logiciel Machform pour gérer les différentes inscriptions aux activités. Ce tutoriel vous expliquera comment récupérer les données d'un formulaire d'inscription.

1- Accéder à la page de gestion de Machform dans le navigateur internet de votre choix.

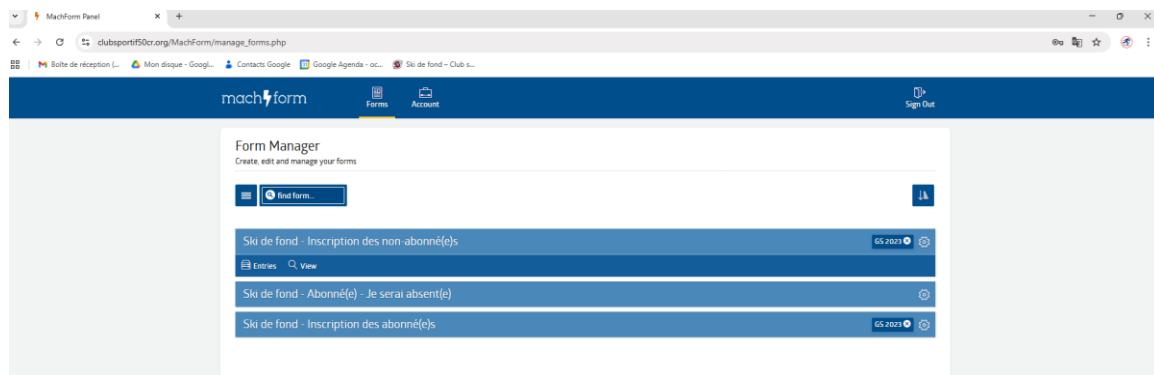
(<https://clubsportif50cr.org/MachForm/index.php>)

Entrez le nom d'utilisateur et le mot de passe de votre activité puis cliquez sur 'Sign in ».

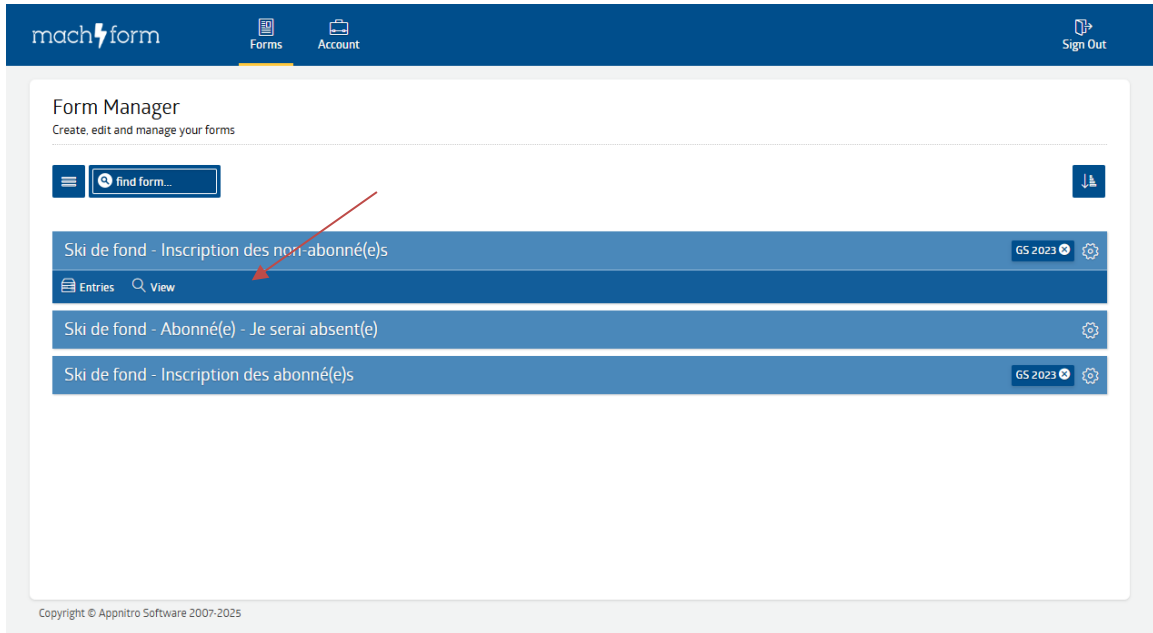
Consultez votre webmestre pour le nom d'utilisateur et le mot de passe et de votre activité.



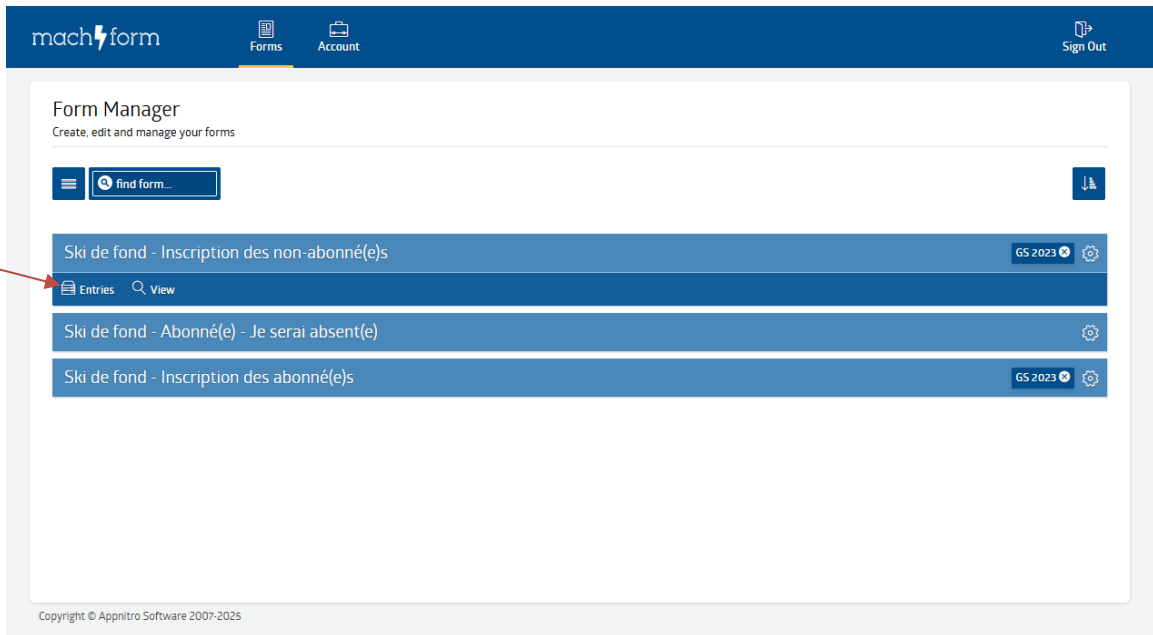
2- Après avoir cliqué sur « Sign in », une fenêtre s'ouvrira et affichera tous les formulaires auxquels vous avez accès



3- Cliquez le titre du formulaire dont vous voulez consulter les entrées et un seconde ligne s'affichera sous le titre du formulaire.



4- Cliquez sur « Entries » pour afficher toutes les entrées au formulaire.



5- Cliquez sur « Export » pour exporter les entrées du formulaire. Une fenêtre s'ouvrira pour choisir le format de l'exportation.

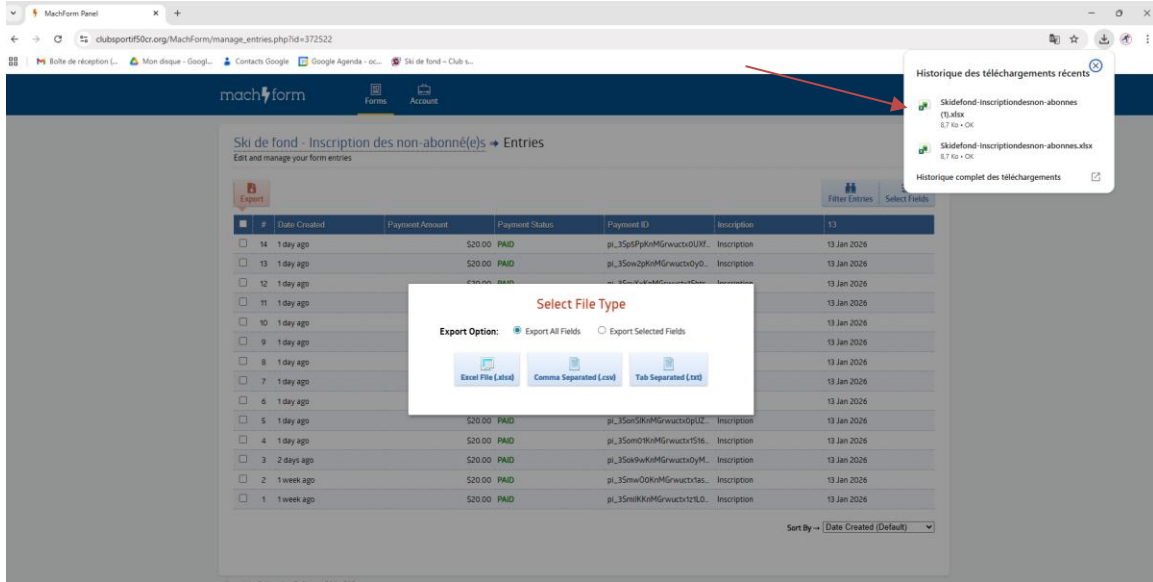
The screenshot shows the MachForm interface for a form titled "Ski de fond - Inscription des non-abonné(e)s". The page header includes the MachForm logo, "Forms" and "Account" tabs, and a "Sign Out" button. Below the header, the form title and a sub-header "Edit and manage your form entries" are visible. An "Export" button is highlighted with a red arrow. To the right of the "Export" button are "Filter Entries" and "Select Fields" buttons. Below these buttons is a table with 13 entries. The table has columns for "#", "Date Created", "Payment Amount", "Payment Status", "Payment ID", "Inscription", and "13". The "Payment Status" column contains the word "PAID" in green. At the bottom right of the table, there is a "Sort By" dropdown menu set to "Date Created (Default)".

| #  | Date Created | Payment Amount | Payment Status | Payment ID                  | Inscription | 13          |
|----|--------------|----------------|----------------|-----------------------------|-------------|-------------|
| 14 | 1 day ago    | \$20.00        | PAID           | pl_3Sp5PpKnMGrwuctx0UXf...  | Inscription | 13 Jan 2026 |
| 13 | 1 day ago    | \$20.00        | PAID           | pl_3Sow2pKnMGrwuctx0yO...   | Inscription | 13 Jan 2026 |
| 12 | 1 day ago    | \$20.00        | PAID           | pl_3SovXxKnMGrwuctx1Sbr...  | Inscription | 13 Jan 2026 |
| 11 | 1 day ago    | \$20.00        | PAID           | pl_3Sotx4KnMGrwuctx0eqH...  | Inscription | 13 Jan 2026 |
| 10 | 1 day ago    | \$20.00        | PAID           | pl_3Sot5QKnMGrwuctx0wur...  | Inscription | 13 Jan 2026 |
| 9  | 1 day ago    | \$20.00        | PAID           | pl_3SorrTKnMGrwuctx1Rpn...  | Inscription | 13 Jan 2026 |
| 8  | 1 day ago    | \$20.00        | PAID           | pl_3SorKkKnMGrwuctx01ZX...  | Inscription | 13 Jan 2026 |
| 7  | 1 day ago    | \$20.00        | PAID           | pl_3SopJxKnMGrwuctx0pcN...  | Inscription | 13 Jan 2026 |
| 6  | 1 day ago    | \$20.00        | PAID           | pl_3Soo0sKnMGrwuctx0B3K...  | Inscription | 13 Jan 2026 |
| 5  | 1 day ago    | \$20.00        | PAID           | pl_3SonSlKnMGrwuctx0pUZ...  | Inscription | 13 Jan 2026 |
| 4  | 1 day ago    | \$20.00        | PAID           | pl_3Som01KnMGrwuctx1S16...  | Inscription | 13 Jan 2026 |
| 3  | 2 days ago   | \$20.00        | PAID           | pl_3Sok9wKnMGrwuctx0yM...   | Inscription | 13 Jan 2026 |
| 2  | 1 week ago   | \$20.00        | PAID           | pl_3Smw00KnMGrwuctx1as...   | Inscription | 13 Jan 2026 |
| 1  | 1 week ago   | \$20.00        | PAID           | pl_3SmilKKnMGrwuctx1z1LO... | Inscription | 13 Jan 2026 |

6- Choisissez « Excel »

The screenshot shows the MachForm interface for the same form as above. The "Export" button is now highlighted with a red arrow, and a dialog box titled "Select File Type" is open over the table. The dialog box has a title "Select File Type" and an "Export Option:" section with two radio buttons: "Export All Fields" (selected) and "Export Selected Fields". Below the radio buttons are three buttons: "Excel File (.xlsx)", "Comma Separated (.csv)", and "Tab Separated (.txt)". The "Excel File (.xlsx)" button is highlighted with a red arrow. The background interface is dimmed.

Le fichier Excel se retrouve alors dans le répertoire « Téléchargements » de votre ordinateur. Pour les personnes qui utilisent le navigateur Chrome, vous pouvez aussi consulter le fichier téléchargé en cliquant sur le lien en haut à droite de votre page de navigation.



Voici le résultat en format Excel.

The screenshot shows an Excel spreadsheet with the following data:

| Entry # | Date Created        | Date Updated | IP Address      | Payment Amount | Payment Status | Payment ID                  | Billing - Street Address | Billing - City | Billing - State | Billing - Zip Code | Billing - Country |
|---------|---------------------|--------------|-----------------|----------------|----------------|-----------------------------|--------------------------|----------------|-----------------|--------------------|-------------------|
| 14      | 2026-01-13 06:04:25 |              | 146.75.188.3    | 20             | Paid           | pi_3sp5pknMGrwuctx0UXFTWJ3  |                          | QC             | G1V 1X4         | CA                 |                   |
| 13      | 2026-01-12 20:03:02 |              | 107.173.209.254 | 20             | Paid           | pi_35owzqknMGrwuctx0YB2eay  |                          | QC             | G1S 472         | CA                 |                   |
| 12      | 2026-01-12 19:32:03 |              | 70.30.240.248   | 20             | Paid           | pi_35ovtkknMGrwuctx158tD8t  |                          | QC             | G1X 584         | CA                 |                   |
| 11      | 2026-01-12 17:49:34 |              | 172.226.16.79   | 20             | Paid           | pi_35ot4knMGrwuctx0eHLOKX   |                          | QC             | G1V 2M8         | CA                 |                   |
| 10      | 2026-01-12 17:17:52 |              | 104.28.132.44   | 20             | Paid           | pi_35ot5QknMGrwuctx0wUrOOOW |                          | QC             | G1W 175         | CA                 |                   |
| 9       | 2026-01-12 15:35:17 |              | 76.66.171.66    | 20             | Paid           | pi_35ort7knMGrwuctx1RpmZm1  |                          | QC             | G2E53           | CA                 |                   |
| 8       | 2026-01-12 15:01:55 |              | 70.81.194.181   | 20             | Paid           | pi_35ort5knMGrwuctx1L2xarCM |                          | QC             | G1S 4V5         | CA                 |                   |
| 7       | 2026-01-12 12:53:01 |              | 204.48.76.7     | 20             | Paid           | pi_35opixknMGrwuctx0pNR2im  |                          | QC             | G1X4E5          | CA                 |                   |
| 6       | 2026-01-12 11:29:34 |              | 24.200.220.28   | 20             | Paid           | pi_35oo08knMGrwuctx0B3Kvehc |                          | QC             | G1X 2B5         | CA                 |                   |
| 5       | 2026-01-12 10:53:28 |              | 173.179.117.234 | 20             | Paid           | pi_35om5knMGrwuctx0pUZVvC   |                          | QC             | G1Y 2F5         | CA                 |                   |
| 4       | 2026-01-12 09:18:25 |              | 24.201.155.203  | 20             | Paid           | pi_35om18knMGrwuctx1556uZCA |                          | QC             | G1R5V9          | CA                 |                   |
| 3       | 2026-01-12 07:20:20 |              | 45.88.190.212   | 20             | Paid           | pi_35ok4knMGrwuctx0yMhBNM0  |                          | QC             | G3A212          | CA                 |                   |
| 2       | 2026-01-07 08:01:03 |              | 173.179.42.238  | 20             | Paid           | pi_35mrv0knMGrwuctx1asfIG75 |                          | QC             | G1Y3A4          | CA                 |                   |
| 1       | 2026-01-06 17:29:41 |              | 184.162.56.241  | 20             | Paid           | pi_35m1kknMGrwuctx1z1L0Y5T  |                          | QC             | G1X 4N6         | CA                 |                   |

## Note

Vous pouvez aussi exporter des entrées spécifiques en sélectionnant l'option « Export Selected Fields » et en sélectionnant les lignes désirées. Le reste de la procédure d'exportation demeure le même que dans l'explication précédente.

The screenshot shows the MachForm interface for a form titled "Ski de fond - Inscription des non-abonné(e)s". The main content is a table of entries with columns: #, Date Created, Payment Amount, Payment Status, Payment ID, Inscription, and a final column with the number 13. A red arrow points to the checkbox in the first row of the table. A modal dialog box is open in the center, titled "Select File Type". It contains the text "Export Option:" followed by two radio buttons: "Export All Fields" (which is selected) and "Export Selected Fields". Below the radio buttons are three buttons: "Excel File (.xlsx)", "Comma Separated (.csv)", and "Tab Separated (.txt)". A red arrow points from the text "Select File Type" to the "Export Selected Fields" radio button. At the bottom right of the table, there is a "Sort By" dropdown menu set to "Date Created (Default)".

| #                        | Date Created | Payment Amount | Payment Status | Payment ID                  | Inscription | 13          |
|--------------------------|--------------|----------------|----------------|-----------------------------|-------------|-------------|
| <input type="checkbox"/> | 14           | 1 day ago      | \$20.00 PAID   | pi_35p5PpKnMGrwuctx0UXf...  | Inscription | 13 Jan 2026 |
| <input type="checkbox"/> | 13           | 1 day ago      | \$20.00 PAID   | pi_35ow2pKnMGrwuctx0y0...   | Inscription | 13 Jan 2026 |
| <input type="checkbox"/> | 12           | 1 day ago      | \$20.00 PAID   | pi_35wYkKnMGrwuctx0St...    | Inscription | 13 Jan 2026 |
| <input type="checkbox"/> | 11           | 1 day ago      |                |                             |             | 13 Jan 2026 |
| <input type="checkbox"/> | 10           | 1 day ago      |                |                             |             | 13 Jan 2026 |
| <input type="checkbox"/> | 9            | 1 day ago      |                |                             |             | 13 Jan 2026 |
| <input type="checkbox"/> | 8            | 1 day ago      |                |                             |             | 13 Jan 2026 |
| <input type="checkbox"/> | 7            | 1 day ago      |                |                             |             | 13 Jan 2026 |
| <input type="checkbox"/> | 6            | 1 day ago      |                |                             |             | 13 Jan 2026 |
| <input type="checkbox"/> | 5            | 1 day ago      | \$20.00 PAID   | pi_35on5iknMGrwuctx0pUZ...  | Inscription | 13 Jan 2026 |
| <input type="checkbox"/> | 4            | 1 day ago      | \$20.00 PAID   | pi_35om01KnMGrwuctx1516...  | Inscription | 13 Jan 2026 |
| <input type="checkbox"/> | 3            | 2 days ago     | \$20.00 PAID   | pi_35ok9wKnMGrwuctx0yM...   | Inscription | 13 Jan 2026 |
| <input type="checkbox"/> | 2            | 1 week ago     | \$20.00 PAID   | pi_35mw00KnMGrwuctx1as...   | Inscription | 13 Jan 2026 |
| <input type="checkbox"/> | 1            | 1 week ago     | \$20.00 PAID   | pi_35milKKnMGrwuctx1z1LO... | Inscription | 13 Jan 2026 |