

# ClubRunner

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## How do I view volunteer reports?

Michael C. - 2021-02-24 - Volunteers & Signups

Currently there are two reports to choose from: **Summary Report** and **Volunteer Report**. Follow the steps below to start.

1. Login to ClubRunner and click on **Member Area**.
2. Click on **Volunteer** on the grey menu bar near the top and then click **View Signup Lists** near the left.
3. Click on the name of your volunteer list or **Open**.





### Signup Lists

Create new signup lists and manage existing lists.

Filter records:

Show Past Signups

Create New Signup List

Name	Start Date	End Date	Open to Public	Links	Actions
 Food Bank Volunteer	May 10, 2016	Sep 30, 2016	✓	Signup List	Open Settings   Copy   Delete
 Fundraiser Volunteers			✓	Signup List	Open Settings   Copy   Delete
 Micro-Volunteers			✓	Signup List	Open Settings   Copy   Delete
 Regular Meeting Duties				-	Open Settings   Copy   Delete

### The Summary Report

1. On the left you should see a section called **Reports**. Click on the **Summary Report** link.



2. You should now see the report specific to this Volunteer Signup. This summary report gives you a quick snapshot of how many tasks have been booked, who has been booked and what is their contact information.



### The Volunteer Report

1. On the left you should see a section called **Reports**. Click on the **Volunteer Report** link.



2. You should now see the report specific to this Volunteer Signup. This volunteer report gives you a quick list of all of the booked volunteers with their contact information.

