# ClubRunner

<u>Help Articles > Club Help > Club - Administration Guide > Volunteers & Signups > How do I view volunteer</u> reports?

## How do I view volunteer reports?

Michael C. - 2025-05-09 - 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**.

Sign	up Lists						
Create r	new signup lists and manage e	xisting lists.					
Filter records: Q				S	ihow Past Signup	is 🧕	Create New Signup List
	Name 💌	Start Date 🔻	End Date 🔻	Open to Public 💌	Links 💌		Actions
12	Food Bank Volunteer	May 10, 2016	Sep 30, 2016	1	Signup List	Open	Settings   Copy   Delete
12	Fundraiser Volunteers			1	Signup List	Open	Settings   Copy   Delete
12	Micro-Volunteers			1	Signup List	Open	Settings   Copy   Delete
12	Regular Meeting Duties				-	Open	Settings   Copy   Delete

#### The Summary Report

1. Click on the **Summary Report** link at the top of the page.

### **Rotary Dinner Volunteers**

Manage Tasks Manage Volunteers Summary Report Volunteer Report Recruit Volunteers Email Volunteer	Manage Tasks Manage Volu	unteers Summary Report	Volunteer Report	Recruit Volunteers	Email Volunteers
---	--------------------------	------------------------	------------------	--------------------	------------------

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.

							Print
○ Show All ● Filled Positions Only							
Nome	Data	Ctart Time	End Time	Volunteer	Emoil	Dhana	
Name	Date	Start Time	End Time	volunteer	Email	Phone	
Friday Apr 4							
Set Up Screen All 1 volunteers booked	Apr. 04, 2025	5:00 p.m.		Calhoun, Rory	rorycalhoun@send.sink grid.net		
Saturday Apr 5							
Set Up Tables All 1 volunteers booked	Apr. 04, 2025			Beverly Smandly	bsmandly@send.sinkgri d.net		
Tear Down 1 of 2 booked	Apr. 04, 2025			Fruitless, Carly			

#### The Volunteer Report

 $1. \ \ Click \ on \ the \ \textbf{Volunteer Report} \ link \ at \ the \ top \ of \ the \ page.$ 

Rotary Dinner Volunteers						
Manage Tasks	Manage Volunteers	Summary Report	Volunteer Report	Recruit Volunteers	Email Volunteers	

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.

		Print
Volunteer	Email	Phone
Fruitless, Carly		
Smandly, Beverly	bsmandly@send.sinkgrid.net	
Calhoun, Rory	rorycalhoun@send.sinkgrid.net	