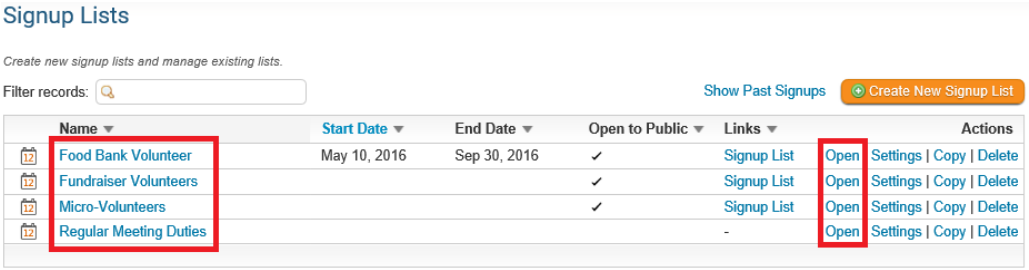
How do I view volunteer reports?

Michael C. - 2026-06-08 - Volunteers & Signups

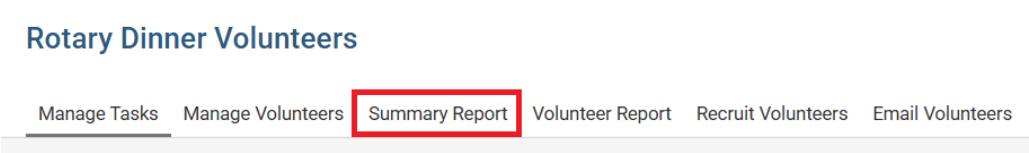
Currently there are two reports to choose from: **Summary Report** and **Volunteer Report**. Follow the steps below to start.

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**.

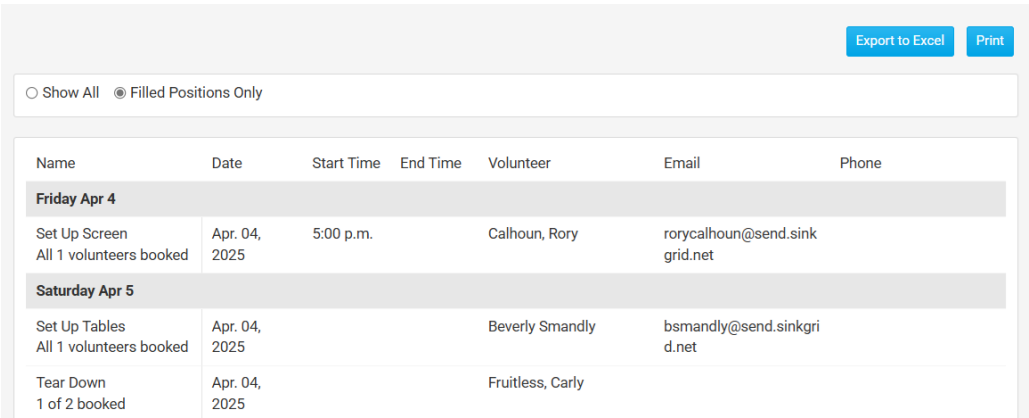


The Summary Report

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

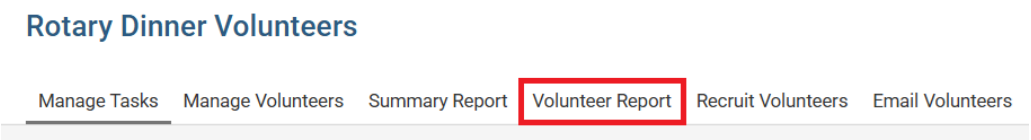


2. You should now see the report specific to this Volunteer Signup. This summary report gives you a quick snapshot of how many tasks have been booked, who has been booked and what is their contact information. You may use the **Export to Excel** or **Print** options to export this information.



The Volunteer Report

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



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. You may use the **Export to Excel** or **Print** options to export this information.

