

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**.





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. 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 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.

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☐ Show All ☒ Filled Positions Only

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.sinkgrid.net	
Saturday Apr 5						
Set Up Tables All 1 volunteers booked	Apr. 04, 2025			Beverly Smandly	bsmandly@send.sinkgrid.net	
Tear Down 1 of 2 booked	Apr. 04, 2025			Fruitless, Carly		

The Volunteer Report

1. Click on the **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.

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