

How do I view volunteer reports?

Michael C. - 2023-05-03 - 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.

