ClubRunner

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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**.



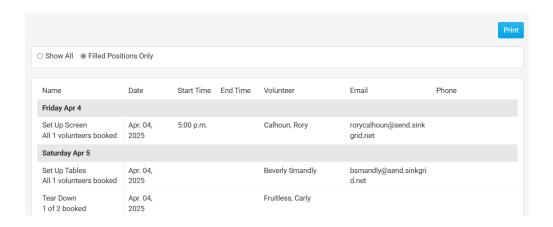
The Summary Report

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

Rotary Dinner 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.



The Volunteer Report

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

Rotary Dinner 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.

