

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.

