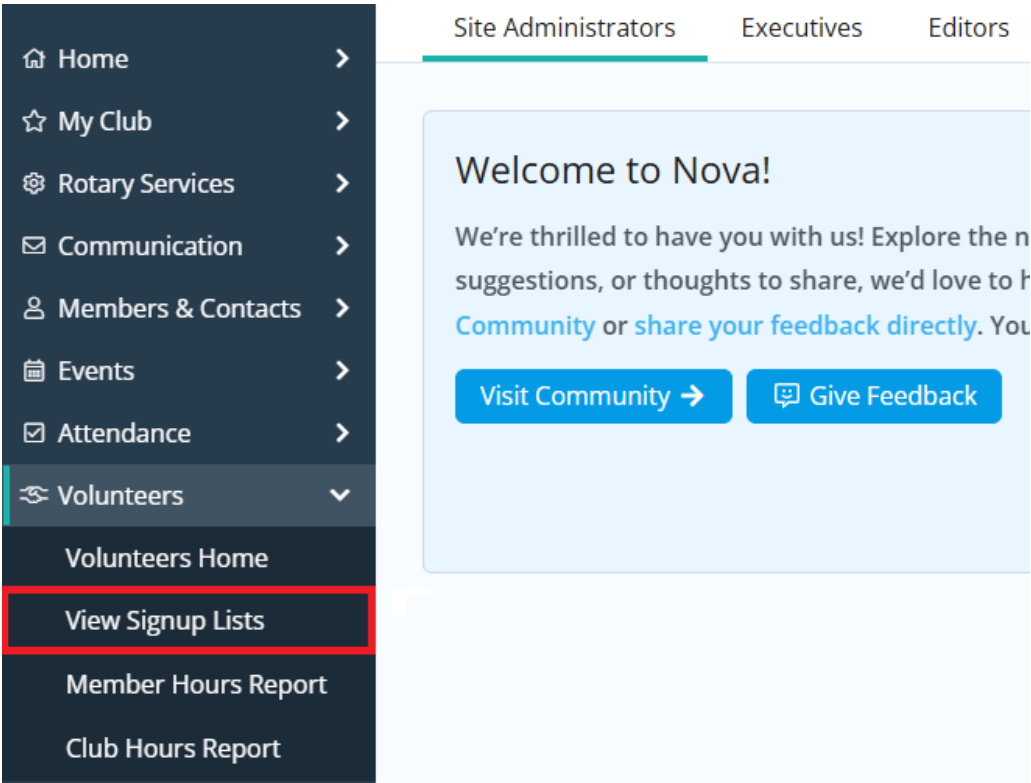


[NOVA] How do I view reports for a volunteer signup list?

Michael M. - 2026-10-19 - [Volunteers](#)

There are two volunteer signup reports to choose from: the summary report and volunteer report. Follow the steps below to view these reports for a volunteer signup list.

1. To begin, log in to your account through your club homepage, then click on **Member Area** in the top right-hand corner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Click the arrow next to Volunteers in the left-hand menu, then click **View Signup Lists**.



3. Click either the name of the signup list you wish to view reports for, or click the **Open** link in the right-hand actions column.

[Show Archived Signups](#)
[Create New Signup List](#)

	NAME	START DATE	END DATE	OPEN TO PUBLIC	LINKS	ACTIONS
	Book Drive Setup	Jun. 01, 2027	Jun. 03, 2027	✓	Signup List Open Settings Copy Delete Archive	
	Summer Break Volunteering	Jul. 01, 2026	Aug. 31, 2026	✓	Signup List Open Settings Copy Delete Archive	

4. Click the **Summary Report** tab at the top of the page to view a quick snapshot of how many tasks have been booked, who has been booked and what is their contact information.

Book Drive Setup

- Manage Tasks
- Manage Volunteers
- Summary Report
- Volunteer Report
- Recruit Volunteers
- Email Volunteers

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

Export to Excel

Print

Show All

Filled Positions Only

Name	Date	Start Time	End Time	Volunteer	Email	Phone
June 1						
Venue Cleanup 1 of 3 booked	Jun. 01, 2027	9:45 a.m.	10:45 a.m.	Aaronsons, Sr., Tim	aaronaaaronsons@sink.sendgrid.net	(855) 621-2582 ext. 6
Table Setup 1 of 3 booked	Jun. 01, 2027	11:45 a.m.	1:45 p.m.	Smandly, Beverly	bsmandly@clubrunnersupport.com	(123) 456-7890
Decor 1 of 3 booked	Jun. 01, 2027	2:46 p.m.	4:46 p.m.	Alfright, Copper	copper.a@sink.sendgrid.net	(012) 345-6789
June 2						
Checkout Shift 1	Jun. 02, 2027	9:00 a.m.	11:00 a.m.	Alfright, Copper	copper.a@sink.sendgrid.net	(012) 345-6789

5. Click the **Volunteer Report** tab at the top of the page to view a quick list of all of the booked volunteers with their contact information.

Book Drive Setup

- Manage Tasks
- Manage Volunteers
- Summary Report
- Volunteer Report
- Recruit Volunteers
- Email Volunteers

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

Export to Excel

Print

VOLUNTEER	EMAIL	PHONE
Aaronsons, Sr., Tim	aaronaaaronsons@sink.sendgrid.net	(855) 621-2582 ext. 6
Alfright, Copper	copper.a@sink.sendgrid.net	(012) 345-6789
Smandly, Beverly	bsmandly@clubrunnersupport.com	(123) 456-7890