

# ClubRunner

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## 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.

