

Admin Site

How do I generate reports on volunteers?

You start by navigating to members>volunteers>concession workers to get to the concession workers page.

Concession Workers

Position Sign Up Report

Select Your Position Type

All Volunteer Positions

Group By:

Parent

Date

Level

Generate Report

Parent/Family Sign Up Report

Parent ID

Child ID

Mem ID

Generate Report

Last Name

Search

Sign Up Requirement Report

Parents who have fulfilled family requirements

Parents who have not fulfilled family requirements

All Parents

Check Requirements for Entire Organization
(Under development)

Generate Report

Volunteer Sign In Sheets

Date

2015-11-19

12 PM

12 PM

Resource

All Volunteer Resources

Remove Empty Positions

Position sign-up report list the registration info of people who have signed up to be volunteers. It is grouped by the position they applied for.

In the parent/family sign up report, you can search for someone's name or id to find their registration info.

The sign up requirement report will show you who has or hasn't fulfilled their volunteer requirements.

The volunteer sign in sheets give you list of all timeslots and who, if any, has volunteered for that timeslot.

The volunteer preference report shows the positions that people have signed up for.

Team volunteer schedule lists volunteers schedule by team.

Team sign up report lets you pick a team and find out what they have signed up to work.

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