

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.

The screenshot shows the 'Concession Workers' report generation interface. It is divided into four main sections:

- Position Sign Up Report:** Includes a dropdown for 'Select Your Position Type' (set to 'All Volunteer Positions') and a 'Group By' section with radio buttons for 'Parent', 'Date', and 'Level'. A 'Generate Report' button is at the bottom.
- Parent/Family Sign Up Report:** Includes radio buttons for 'Parent ID', 'Child ID', and 'Mem ID', each with an adjacent input field. A 'Generate Report' button is below. A 'Last Name' input field with a 'Search' button is at the bottom.
- Sign Up Requirement Report:** Includes radio buttons for 'Parents who have fulfilled family requirements', 'Parents who have not fulfilled family requirements', and 'All Parents'. A checkbox for 'Check Requirements for Entire Organization (Under development)' is also present. A 'Generate Report' button is at the bottom.
- Volunteer Sign In Sheets:** Includes a 'Date' field (set to '2015-11-19') with a calendar icon, a 'Resource' dropdown (set to 'All Volunteer Resources'), and a checkbox for '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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