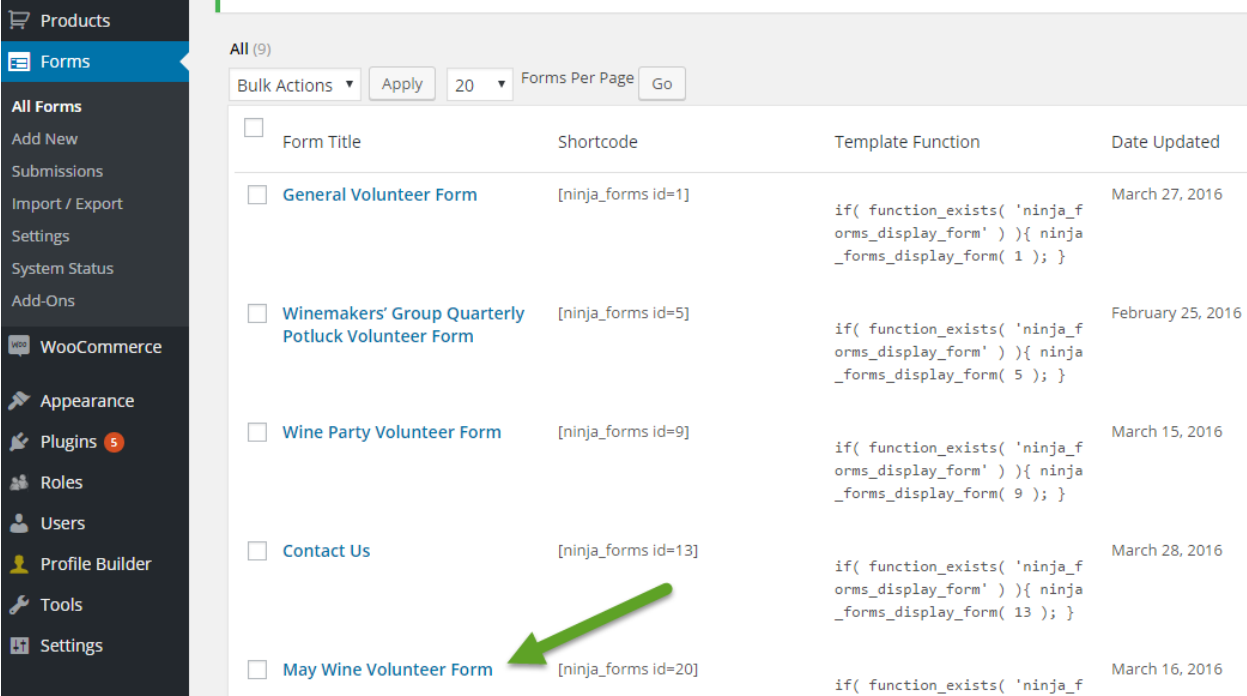
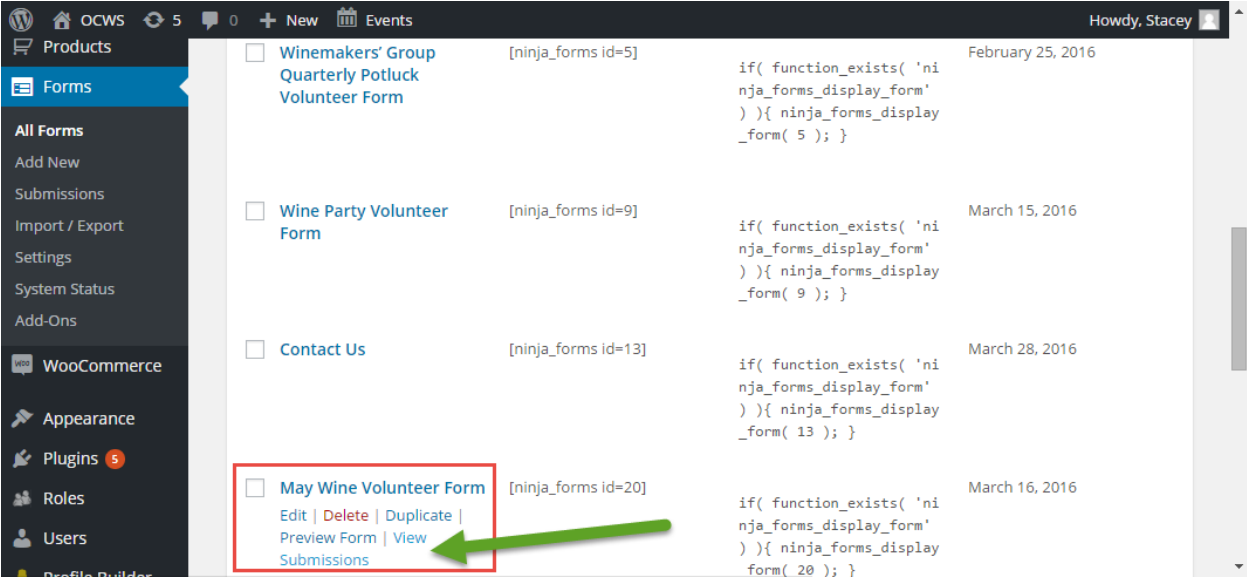


# How to Pull a Volunteer Signup Report

Step 1: Find your Event within the Dashboard's Forms section; the May Winery Program for example:



Step 2: Hover your mouse over the Event and several options will appear. Click on [View Submissions](#).




### Step 3: View Report:

All (1) Mine (4) | Search Submissions

Bulk Actions Apply May Wine Volunteer Form Begin Date End Date Filter 1 item

| <input type="checkbox"/> # | I would like to volunteer for this event! | Number of Volunteers | Primary Volunteer Name | Secondary Volunteer Name | Date                 |
|----------------------------|---|----------------------|------------------------|--------------------------|----------------------|
| <input type="checkbox"/> 1 | checked                                   | 2                    | Wendy                  | Stacey                   | 2016/03/17 Submitted |
| <input type="checkbox"/> # | I would like to volunteer for this event! | Number of Volunteers | Primary Volunteer Name | Secondary Volunteer Name | Date                 |

Bulk Actions Apply 1 item

Download All Submissions 

### Step 4: Download Report for Excel:

Click on Download All Submissions button.

| A              | B            | C         | D           | E           | F                           | G                     |
|----------------|--------------|-----------|-------------|-------------|-----------------------------|-----------------------|
| Date Submitted | I would like | Number of | Primary Vol | Secondary V | Email                       | Volunteer Position    |
| 17/03/2016     | checked      | 2         | Wendy       | Stacey      | wtaylor@pacificsoftware.com | Wine Pourer (7pm-9pm) |

This report can be reformatted to serve as a volunteer check-in sheet.