

From the main screen
select the report icon on
the left side



Sign Ups



Groups



Messages



Reports



Tools



Collect

Sign Ups



Created



Invited To



Favorites



Calendar



Sign Ups I've Created



Master ALCV Membership List

[ALCV Thrift Shop Schedule](#)



Master ALCV Membership List

[ALCV Come from Away Matinee on ...](#)



Master ALCV Membership List

-  Sign Ups
-  Groups
-  Messages
-  Reports
-  Tools
-  Collect
-  Auctions
-  Donations

Reports

 Sign Ups  Stats  Volunteers

Fill out the form below to build a custom report using data from all your sign ups.

Include the Following Sign Ups:

- ☐ ALCV Thrift Shop Schedule
- ☐ ALCV Come from Away Matinee on 10/11/25
- ☐ ALCV OPERATION SCHOOL BELL 2025 (OSB)
- ☐ ALCV September 18, 2025 Meeting & Luncheon
- ☐ ALCV - RANCHO MISSION VIEJO - DRIVE THRU DONATION EVENT
- ☐ ALCV Takes You Out to the Ball Game!
- ☐ ALCV - IGNITING POTENTIAL (AVID) - SAN JUAN HILLS HIGH SCHOOL

Put a check mark by the signup you want to run the report on

Check All

Uncheck All

Show Older Sign Ups Also

Date Range (mm/dd/yyyy):



Tickets

Date Range (mm/dd/yyyy):



Include all dates from the selected sign ups



Only include dates on the selected sign ups that are between



08/06/2025



11/06/2025

Report Style:

Note: If you collected phone & address information or a custom question, choose the "List of Sign Ups" report.



Total Sign Up Quantity by User



List of Users for Export to Excel



List of Sign Ups for Export to Excel



Show all fields



Show select fields



Name



Quantity



Email Address



Member Comment



Sign Up Timestamp

Include all dates

Choose "List of sign ups"

You can select which fields you want on the report

Then click "create report"

Create Report

Reports

Sign Ups

Stats

Volunteers

View Recently Generated Reports

After a minute of so the report will generate
click on the 3 bars to view the report

Generated	Type	Sign Ups	Date Range	Status	Action
09/06/2025 07:10 PM	Sign Up List for Export	ALCV September 18, 2025 Meeting & Luncheon	All Dates	Complete	 



NOTE: Dates are in mm/dd/yyyy.

Reports

Sign Ups

Stats

Volunteers

Report Type:

Sign Up List for Export

Date Range (mm/dd/yyyy):

Show All

Include Sign Ups:

ALCV September 18, 2025 Meeting & Luncheon

Click "export data as CSV file" and select where you want to save it on your computer

View Report Without Blank Slots

Build Another Report

Export Data as CSV File

* Sign Ups with no Time Zone

<u>Start Date/Time</u> (mm/dd/yyyy)	<u>End Date/Time</u> (mm/dd/yyyy)	<u>Location</u>	<u>Qty</u>	<u>Item</u>	<u>First Name</u>	<u>Last Name</u>	<u>Email</u>	<u>Sign Up Comment</u>
09/18/2025 09:30 AM PDT	09/18/2025 12:00 PM PDT	SJH Golf Club	1	COBB SALAD	Melanie	Orr	orrf68@verizon.net	
09/18/2025 09:30 AM PDT	09/18/2025 12:00 PM PDT	SJH Golf Club	1	COBB SALAD	Judy	Price	judy@pixelsalad.com	