

23

Groups

Messages

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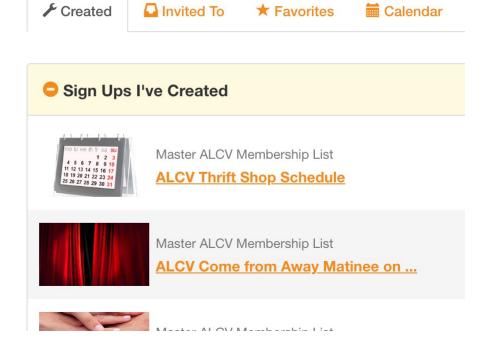
Reports

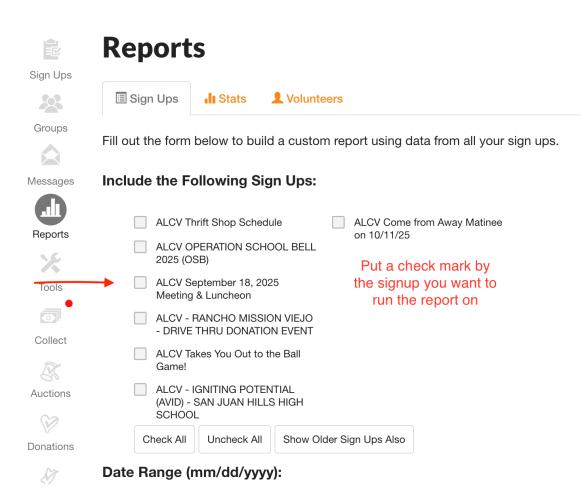
Tools

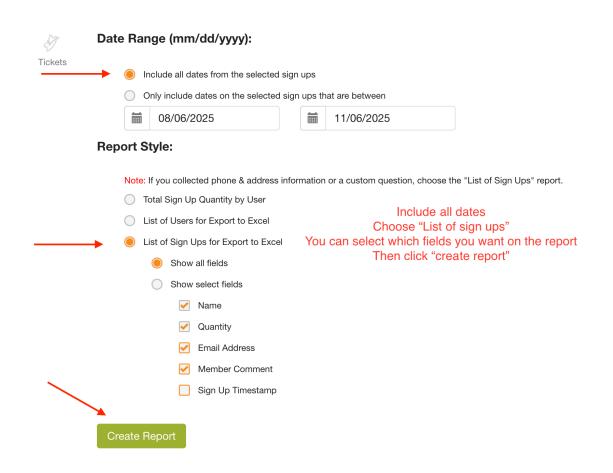
Collect

Sign Ups

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







Reports



View Recently Generated Reports

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

Generated	Туре	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	ılı ×

NOTE: Dates are in mm/dd/yyyy.

Reports



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



^{*} Sign Ups with no Time Zone

Start Date/Time (mm/dd/yyyy)	End Date/Time (mm/dd/yyyy)	Location	<u>Qty</u>	<u>Item</u>	First Name	Last Name	<u>Email</u>	Sign Up Comment
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	