Database Reports

Working with Your Participant Database · https://ivolunteer.com/support-docs/database-reports/

The Database **Reports** tab lets you run reports on your participants' sign ups and database records.

- **Database Participants:** A list of participants in the database, their basic database record, any group(s) they have been assigned to, and any optionally event(s) they have been signed up for. When "List events for each participant" is checked, database custom fields and notes are not included; if you need both events and custom fields, select the **Database Participants (Optimized for Excel)** report instead.
- **Participation:** A list of events and hours that participants in the database are signed up for. Summarize hours per participant by unchecking "Include hours per task+slot" and "List events for each participant." Participants selected for inclusion are matched by email unless "Match by email + name" is checked.