Participants Tab

Working with Your Participant Database · https://ivolunteer.com/support-docs/participants-tab/

The **Participants** tab lets you view and manage the participants in your database. Click the **More...** button to see additional options.

- **Add Button:** Allows you to manually add a volunteer/participant to your database.
- **Remove Selected Button:** Remove all selected volunteers/participants from your database.
- **More... Button:** This button opens a dropdown menu with additional options.
  - **Refresh:** Get the latest entries in your database. As new volunteers confirm, they are added to your database. Refreshing the database will show any new volunteers / participants that have been added since you last refreshed.
  - **Export:** Run a simple report from your database.
  - **Bulk Add:** Pops up a screen with instructions and a sample Excel file for importing participants into your database. **Tip:** Before importing, select the **Fields** option below. In the Import/Bulk Add column, deselect any fields that you do not need to import to.
  - **Clear Filters:** Clear any filters you have selected from fields to the right of the **More...** button.
  - **Select/Deselect All:** Participant selection will reflect any filters you have selected--e.g., if you have select Active = "Not for 2 Years," then Select All will select only those participants and notify you of the count.
  - **Unblock/Blocked?** You can use these options to show blocked participants and to bulk unblock any selected participants who have been blocked manually or for inactivity. Note that you cannot unblock volunteers who have opted out of emails.
  - **Fields:** This option will take you to Organization Settings > Database, where you can control the usage of built-in database fields and, with a Premium account, add custom fields.
- **Participants List:** Allows you to view all of the participants/volunteers in your database. Clicking on a column header changes the way participants are sorted. By default the list is sorted by Last Name. The Participant List allows you to view 30 participants at a time. Use the page buttons at the bottom left of the Participants List to page through your volunteers. The More button allows

you to view and edit a volunteer's information.