Set Up and Run Event Reports

Editing Event Details · https://ivolunteer.com/support-docs/reports-tab-2/

The **Reports** tab allows you to display data from the event in an Excel, PDF or HTML format. Choose the Report and then select the Format. Select any other options as appropriate (each report offers a slightly different set of choices). Available reports include:

- **Activity Log:** A log of all of the activity in your Organization. This can also be seen on the Dashboard menu.
- **Detailed Report:** Displays one record for each and every slot in an event.
- **Detailed Report** (Optimized for Excel): The same as the One Slot Per Row report, but will be exported directly to an Excel Spreadsheet.
- **Itinerary:** Create a basic itinerary from signup Tasks and time slots. Available as a Word document as well as HTML and PDF formats.
- **Name Badges:** A report for creating Name Badges for an event.
- **Participation:** Shows participant information and commitments for an event or events.
- **Sign In Sheet:** A sign in sheet to use at your event so you can log your volunteers' attendance.
- **Sign In Sheet** (Optimized for Excel): The same as the Sign In Sheet report, but will be exported directly to an Excel Spreadsheet.
- **Signup Sheet:** A hard copy of the signup sheet you designed using ivolunteer.com.
- **Signup Progress:** Reports weekly and cumulative totals of the number of participants signed up each week since sign-up scheduling started.