

## Downloading and Accessing Reports in Volunteer Module

### How to access your reports and check volunteer counts

1. Go to [www.doitsports.com/client](http://www.doitsports.com/client)
2. Log in with your username and password.
3. Once logged in, type in event name and click the "Go" button to pull up the listing.
4. Click on "Volunteer" to access the Volunteer Module.
5. Select the Reports sub tab. (Image Below)



6. The next page will display a count of all your assigned and unassigned volunteers.
  - a. Click Person Breakdown to see a list of all the volunteers by name.
  - b. Click Job Breakdown to see a list of all the volunteers by job.
  - c. Click Show Volunteers on a Given Day to view volunteers that are assigned to a specific date.
  - d. You can view counts by various question options by clicking the counts link.
  - e. Click Download Mailing Addresses to download your volunteer addresses in a spreadsheet.



Current count:

**214 assigned**  
**6 unassigned.**

213 different people have volunteered for this event.  
0 people did not complete their assignment.

[Person Breakdown](#) **a.**  
[Job Breakdown](#) **b.**  
[Show Volunteers on a Given Day](#) **c.**

[Counts](#) **d.**  
[Download Mailing Addresses](#) **e.**

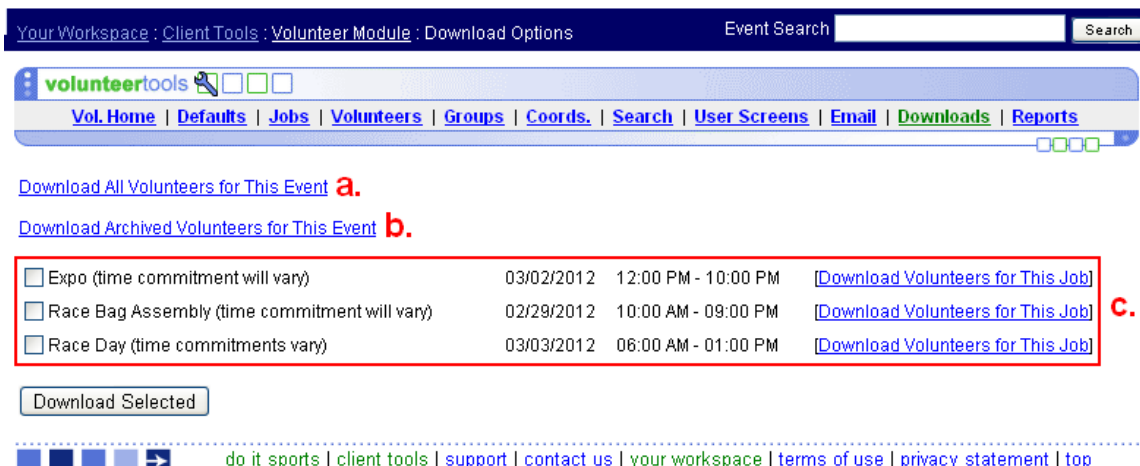
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### How to download a report

1. Go to [www.doitsports.com/client](http://www.doitsports.com/client)
2. Log in with your username and password.
3. Once logged in, type in event name and click the "Go" button to pull up the listing.
4. Click on "Volunteer" to access the Volunteer Module.
5. Select the Downloads sub tab. (Image Below)



6. Select report to download.
  - a. Download All Volunteers for This Event to download a report of all the volunteers.
  - b. Download Archived Volunteers for This Event will download all volunteer data that has been archived for the past years.
  - c. Check a specific job (or select the links to the right of job) to download a report of the volunteers for a job.



7. Confirm the fields you would like to download and click "download" at the bottom of the page.
8. Open the report.