

Steps to Generate Volunteer Log Hour Reports

1. Login with admin credentials
2. Goto dashboard > events, in search type the “chapter name”
3. From the filtered list, click on log hours of that chapter

Dashboard navigation menu: Dashboard, Contacts, Members, Events, Store, Donations, Finances, Email, Settings, Website, Account, Help center.

Event list - Upcoming

Filter by: Upcoming Search: boston Records found: 2

Event name Date, time Location	Registration	Registration types (Pending + Confirmed = Total)	Attendance	Tags
Log Service Hours For Boston 08/26/2021 12/25/2022	Enabled	Total: Registrant	181 3 0+181=181 3	2% loghours
Volunteer for Chapter Boston 07/09/2026	Enabled	Total: Registrant	5 - 0+5=5 -	volunteer

4. To see the log hour registrations, click on Registrants and Invitees tab

Event details | Registration form | Registration types & settings | Emails | **Registrants & Invitees** | Waitlist & settings

Filter: All Sort by: Register date Search: leenaparab@yahoo.com Records found: 181

Check in	Registrant Name, Email, Organization	Membership Status, Renewal due, Level	Registration Type, Amount, Date, Invoice	Payment status
	leenaparab@yahoo.com leenaparab@yahoo.com	Active member Chapter Directors	Registrant - \$0.00 16 Nov 2021, 7:17 PM	Free
	leenaparab@yahoo.com leenaparab@yahoo.com	Active member Chapter Directors	Registrant - \$0.00 16 Nov 2021, 7:16 PM	Free

5. To view each registration details, click on the required log row

6. From the registrations list, admin can verify the registration by clicking on check in option.

Click on Export registration all the registrations to generate report in excel sheet