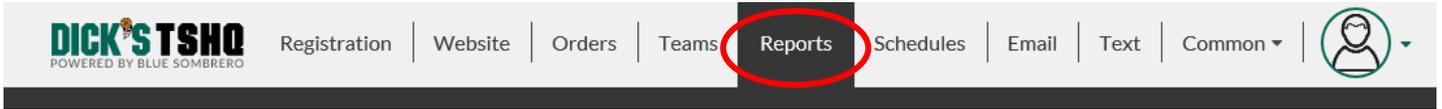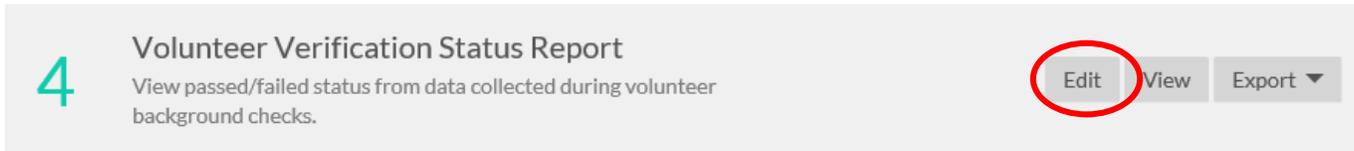# How to Customize the Volunteer Verification Status Report

Go to **Reports**

Scroll down to **Volunteer Verification Status Report**, click on **Edit**

Click on **Click here to add new columns**

At this point, you may select any field that you want to show on your report; once you add a field you will need to click on **Click here to add new column** again and repeat the process after adding each field

Some very helpful fields for RCs and CVPAs are:

Volunteer- Email, Date of Birth and **New or Returning Volunteer**; **Reference** information can also be found here (1st screenshot)

AYSO- Volunteer AYSO ID and **Has Volunteer eSigned?** (2nd screenshot)

Once you have added the fields you want, they will appear in the **Report Fields**

Now, click on **Export to Excel**

After you open the file, you will receive the below message; the file is not corrupted and is completely safe to open so click on **Yes**
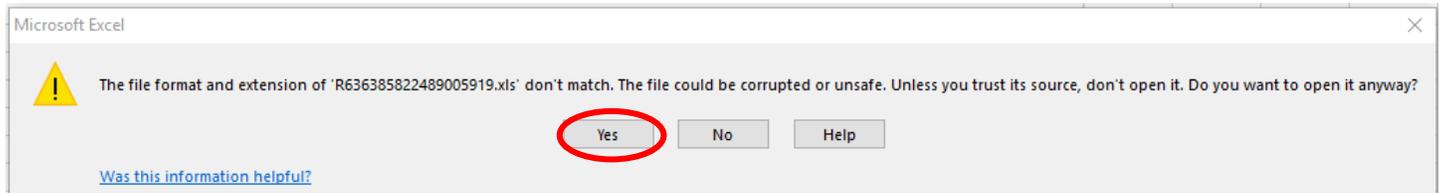
Now you can custom sort the fields to fit your preference