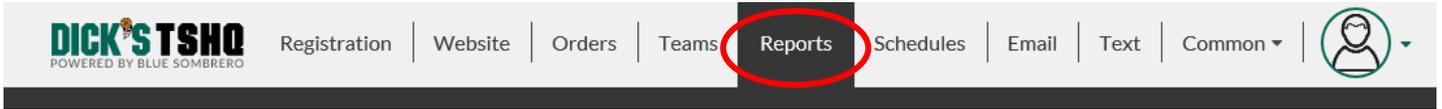
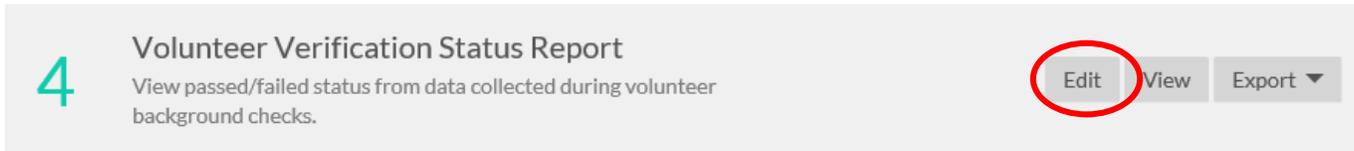


How to Customize the Volunteer Verification Status Report

Go to Reports



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



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

Volunteer Verification Status Report

Report Manager

[Clear](#)

Report Name

[Save As](#) [Return](#)

Report Details

Report Fields

Expression	Title	Sorting
Volunteer First Name	Volunteer First Name	Ascending
Volunteer Last Name	Volunteer Last Name	Ascending
Volunteer Verification Status	Verification Status	Ascending
Volunteer Verification Submitted Date	Verification Submitted Date	Ascending
Volunteer Verification Status Date	Verification Status Date	Ascending
Volunteer Verification Notes	Verification Notes	Ascending
[Click here to add new column]		

Field Order

Column	Sorting
Volunteer First Name	Ascending
Volunteer Last Name	Ascending
Verification Status	Ascending
Verification Submitted Date	Ascending
Verification Status Date	Ascending
Verification Notes	Ascending

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)

Report Fields

Expression	Title	Sorting
Volunteer First Name	Volunteer First Name	Ascending
Volunteer Last Name	Volunteer Last Name	Ascending
Volunteer Verification Status	Verification Status	Ascending
Volunteer Verification Submitted Date	Verification Submitted Date	Ascending
Volunteer Verification Status Date	Verification Status Date	Ascending
Volunteer Verification Notes	Verification Notes	Ascending

[\[Click here to add new column\]](#)

- ReportWizard_VolunteerVerificationStatus
- Divisions
- Portals
- Programs
- Teams
- Users
- Volunteer**
- VolunteerInfo
- VolunteerRoleSpecificInfo
- VolunteerTypes
- AYSO

Field Order

Column	Sorting
Volunteer First Name	Ascending
Volunteer Last Name	Ascending
Verification Status	Ascending
Verification Submitted Date	Ascending
Verification Status Date	Ascending
Verification Notes	Ascending

- State
- Country
- Postal Code
- Email
- Date of Birth
- Gender
- Cell Phone
- Telephone (with hyphen)
- Telephone
- Other Phone
- VerificationSubmittedTimeStamp
- VerificationStatusTimeStamp
- New or Returning Volunteer
- Nickname
- Suffix

Custom Questions

Select FormName: --Select Form--

Report Fields

Field Order

Expression	Title	Sorting	Column	Sorting
Volunteer First Name	Volunteer First Name	Ascending	Volunteer First Name	Ascending
Volunteer Last Name	Volunteer Last Name	Ascending	Volunteer Last Name	Ascending
Volunteer Verification Status	Verification Status	Ascending	Verification Status	Ascending
Volunteer Verification Submitted Date	Verification Submitted Date	Ascending	Verification Submitted Date	Ascending
Volunteer Verification Status Date	Verification Status Date	Ascending	Verification Status Date	Ascending
Volunteer Verification Notes	Verification Notes	Ascending	Verification Notes	Ascending
[Click here to add new column]				
<ul style="list-style-type: none"> ReportWizard_VolunteerVerificationStatus Divisions Portals Programs Teams Users Volunteer VolunteerInfo VolunteerRoleSpecificInfo VolunteerTypes AYSO 				
<ul style="list-style-type: none"> Volunteer AYSO ID Has Volunteer eSigned? Volunteer Background Check Status 				

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

Report Fields

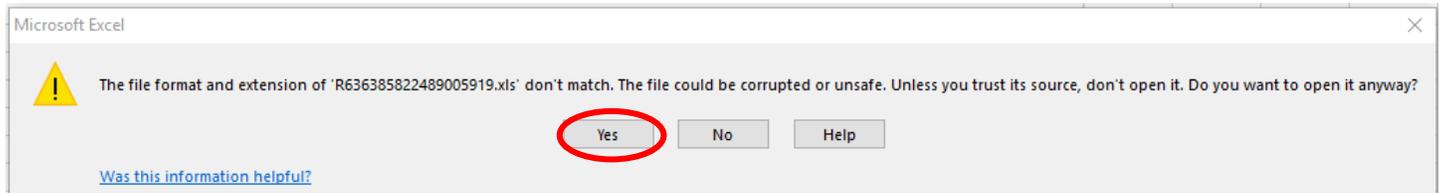
Field Order

Expression	Title	Sorting	Column	Sorting
Volunteer First Name	Volunteer First Name	Ascending	Volunteer First Name	Ascending
Volunteer Last Name	Volunteer Last Name	Ascending	Volunteer Last Name	Ascending
Volunteer Verification Status	Verification Status	Ascending	Verification Status	Ascending
Volunteer Verification Submitted Date	Verification Submitted Date	Ascending	Verification Submitted Date	Ascending
Volunteer Verification Status Date	Verification Status Date	Ascending	Verification Status Date	Ascending
Volunteer Verification Notes	Verification Notes	Ascending	Verification Notes	Ascending
Volunteer Email	Email	Not sorted		
Volunteer Date of Birth	Date of Birth	Not sorted		
Volunteer New or Returning Volunteer	New or Returning Volunteer	Not sorted		
AYSO Volunteer AYSO ID	Volunteer AYSO ID	Not sorted		
AYSO Has Volunteer eSigned?	Has Volunteer eSigned?	Not sorted		
[Click here to add new column]				

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