

Setting up Volunteer Report for AYSO

The New Regional Management System (RMS) from Blue Sombrero provides robust reporting and the ability to customize and save reports.

One of the key reports is to get the Volunteer Details, this report will provide key information on volunteers including the job they volunteered for, and with adding a few fields provides the AYSO ID, if they eSigned their form, and if their background check is complete.

Start by selecting “**Reports**” from the top banner, then select “**Edit**” for the “**Volunteer Details**” report

The screenshot shows the DICK'S TSHO Reports interface. At the top, there is a navigation bar with 'Reports' highlighted. Below this, the 'REPORTS' section has three tabs: 'Reports', 'Saved Reports', and 'Billing Reports'. A red arrow labeled '1' points to the 'Reports' tab. The main content area is titled 'Registration' and lists five reports:

- 1 Enrollment Details: The Chuck Norris of reports! Our most common report allows you to gather all the information collected during registration. You can even collect the responses to your custom questions! (Buttons: Edit, View, Export)
- 2 Participant Report: A player report that displays registration answers and much more all on one page! (Button: View)
- 3 Volunteer Details: Review information collected from volunteers. You can even collect the responses to your custom questions! Please contact Blue Sombrero Support if you need to pull social security and drivers license numbers. (Buttons: Edit, View, Export)
- 4 Volunteer Verification Status Report: View passed/failed status from data collected during volunteer background checks. (Buttons: Edit, View, Export)
- 5 Enrollment Summary Report: Get a quick breakdown of all of your registration numbers for each Program and Division. This report also breaks down Tryout registrations vs Division registrations! (Button: View)

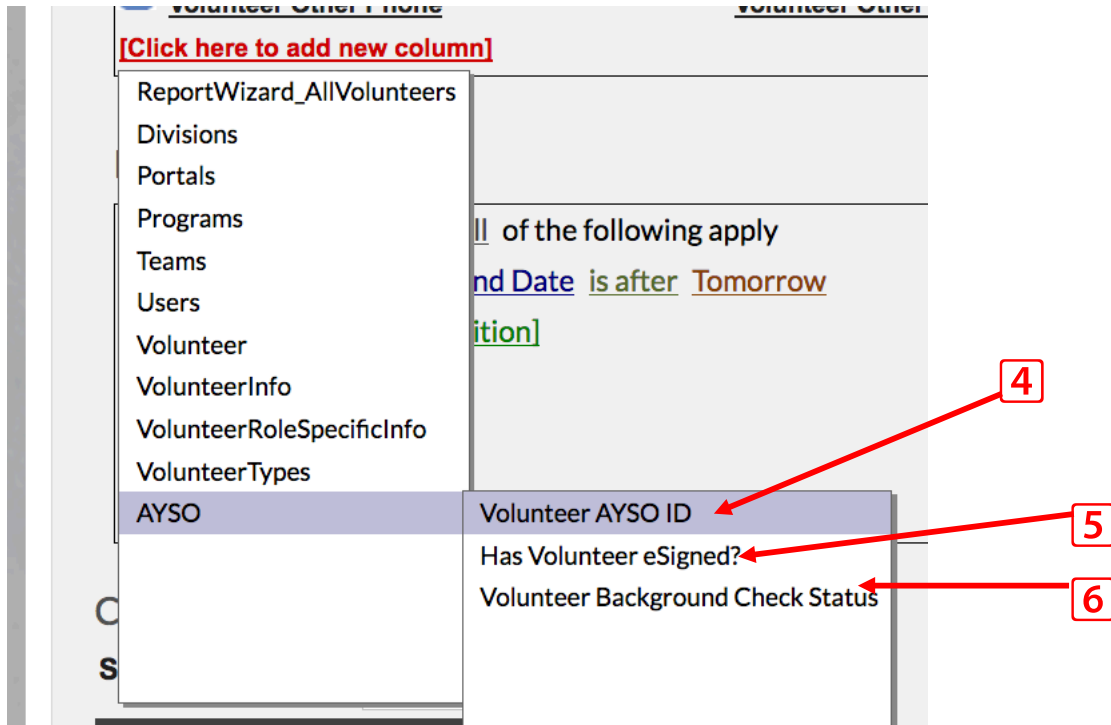
A red arrow labeled '2' points to the 'Edit' button for the 'Volunteer Details' report.

Now in the list of fields, scroll down and select the “**Click here to add new column**”

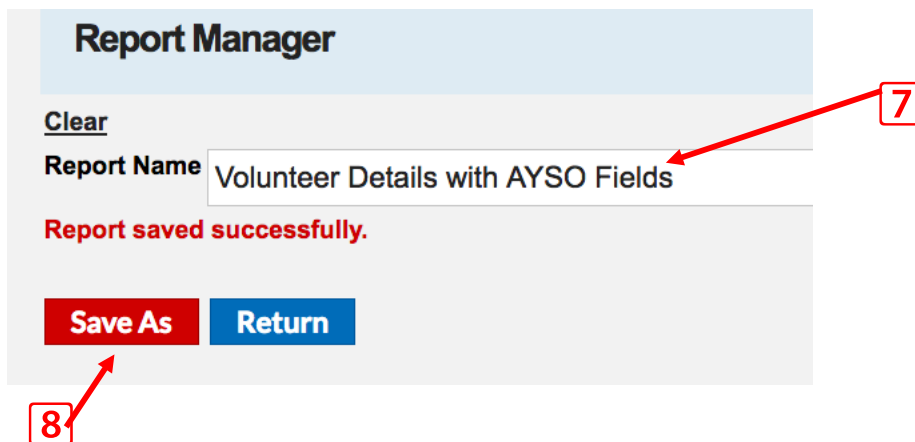
The screenshot shows a list of fields with three items: 'Volunteer Telephone', 'Volunteer Cell Phone', and 'Volunteer Other Phone'. Below these items is a red text link that says '[Click here to add new column]'. A red arrow labeled '3' points to this link.

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Then scroll down to **AYSO** in the drop down list and over to “**Volunteer AYSO ID**” and select that, then repeat for the other two AYSO field options.



Now at the top of the page, Enter a new name and click the “**Save As**” button to save the report



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Now you are ready to run the report, and can do this at any time. Select the **Reports** tab at the top of the page, then select **“Saved Reports”**, then **“View”** (or export if you prefer)

The screenshot shows the AYSO system interface. At the top, there is a navigation bar with tabs: Registration, Website, Orders, Teams, Reports, Schedules, Email, Text, and Common. A red arrow labeled '1' points to the Reports tab. Below the navigation bar, there is a dark header with the word 'REPORTS' in large white letters. Underneath, there are three buttons: Reports, Saved Reports, and Billing Reports. A red arrow labeled '2' points to the Saved Reports button. Below this, there is a list of saved reports. The first report is 'Division Details Report (Setup Full Details)'. The second is 'Division Details Report - Setup Full Details'. The third is 'Division Details Report Working'. The fourth is 'Volunteer Details Ayso'. The fifth is 'Volunteer Details With Ayso Fields'. A red arrow labeled '3' points to the View button for the fifth report.

The results of the report include that much needed AYSO specific information.

Report Results							
Run Report		Export to Excel			Export to CSV		
er	Volunteer Email Address	Volunteer Telephone	Volunteer Cell Phone	Volunteer Other Phone	Volunteer AYSO ID	Has Volunteer eSigned?	Volunteer Background Check Status
	aysotestacct@gmail.com		650-555-1212		74761866	Yes	Approved