Reports for your Crowdfunding and Peer-to-Peer Fundraising

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The main reporting knowledge article **can be found here**. That document will take you through the process to download reports. This article expands on the main document for some of the specific extras you may want for your Crowdfunding and Peer-to-Peer Fundraising activity.

Tailoring your Report

Filtering

If you filter to show all payment and non payment transactions, then your search results will show both donations and volunteer fundraiser sign ups.

Exporting

When you export a Crowdfunding and Peer-to-Peer Fundraising report you will likely want to include such items as Volunteer Fundraiser and/or Team so that you can have the report show the transactions associated with each Fundraiser or Team.

Available Column Fields	Selected Column Fields
Type	Keyword
Alternative Team ID	First name
Donation date	Last name
Pledged amount	Email
Processing Fee	Phone
Fee Rate	Street address
Cc type	City
last_4	State
Gender	Zip
Billing status	Collected Amount
Billing type	**Volunteer Fundraiser**
Donation	**Team**
Transaction ID	
Reference Transaction ID	
Source	
Form	
Form Payment Type	

Select All   Download

So your report may look like this, where you can see where donations came from and also see the volunteer fundraisers' sign up information in one place.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Keyword	First name	Last name	Email	Phone	Street address	City	State	Zip	Collected Amount	Volunteer Fundraiser	Team	Transaction Date	Shortcode
2	P2P									$1,000.00			3/29/18 9:06	71777
3	P2P	John	Doe							$100.00	John Muir	Elm	3/29/18 9:06	71777
4	P2P	Jane	Smith							$250.00			3/29/18 9:07	71777
5	P2P	George	Washington							$50.00			3/29/18 9:08	71777
6	P2P	Abraham	Lincoln							$75.00		Oak	3/29/18 9:08	71777
7	P2P	Henry	Senger	HenrySenger@email.com	818-555-1234					$0.00	Henry Senger	Oak	4/3/18 7:49	71777
8	P2P	Gifford	Pinchot	GiffordPinchot@email.com	818-555-2345					$0.00	Gifford Pinchot	Ash	4/3/18 7:50	71777
9	P2P	Jeanne	Carr	JeanneCarr@email.com	818-555-3456					$0.00	Jeanne Carr		4/3/18 7:50	71777

Exporting Volunteer Fundraisers

You can export the non-payment transaction (also known as form submissions) to retrieve information about your volunteer fundraisers. Generating the report this way allows you to tailor your report to whatever format you desire.

If, instead, you just need a quick export of your volunteer fundraisers in a Crowdfunding and Peer-to-Peer Fundraising activity, you can also Export them from the **Fundraiser Dashboard** within the activity.

Click the **Export** button on the right and above the list of Fundraisers to automatically download the list.

	Fundraiser Dashboard					RAISED
	Fundraising Page					$1,475.00

Fundraiser Dashboard
Fundraising Page
Online Forms
Mobile Experience
Teams
Team Categories
Sign Up Form
Social Media Settings
Enter Offline Donation
Keyword

Display Links
Fundraiser Form
Donation Form
Sign-up Form

RAISED
$1,475.00

DONORS
5

FUNDRAISERS
3

Fundraisers | Fundraiser Settings | Communication Settings

Active | Inactive | Locked | In Review | Pending   ⬇ Export

Name	My Keyword	Team	Goal	Donors	Amount Raised	Status	Actions
Gifford Pinchot	P2P9	Team Ash	$150.00	0	$0.00	Active	✎ 🗑
Henry Senger	P2P8	Oak Huggers	$150.00	0	$0.00	Active	✎ 🗑
John Muir	P2P6	Team Elm	$150.00	1	$100.00	Active	✎ 🗑
Jeanne Carr	P2P11		$150.00	0	$0.00	In Review	✎ 🗑

The CSV spreadsheet it creates will start every line with "VF" which stands for Volunteer Fundraiser.

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	VF First Name	VF Last Name	VF Fundraising Name	VF Phone	VF Email	VF Address	VF City	VF State	VF Zip	VF Custom Date	VF Gender	VF Terms	VF Keyword	VF S
2			MCAcademy Page											Acti
3	John	Muir	JohnMuir	16265129046	JohnMuir@email.com						M		P2P6	Acti
4	Henry	Senger	HenrySenger	818-555-1234	HenrySenger@email.com								P2P8	Acti
5	Gifford	Pinchot	GiffordPinchot	818-555-2345	GiffordPinchot@email.com								P2P9	Acti
6	Jeanne	Carr	JeanneCarr	818-555-3456	JeanneCarr@email.com								P2P11	In R