

## Volunteer Paperwork Report in Global Link Checklist


1. Sign into Global Link with user name and Password
2. Select "Report" in the left hand column:



3. Enter the program year and cycle in the report filters, your area team or unaffiliated chapter will already be visible:

### Report View

A form titled 'Host Family - Missing HFam Forms and BC'. It has a yellow header. Below the header, it says 'Parameters:'. There are three dropdown menus: 'ProgYear:' with '2010' selected, 'ProgCycle:' with 'NH' selected, and 'Area Team:' with 'Alaska Area Team' selected. At the bottom, there is an 'Output:' dropdown menu with 'Excel' selected, a blue 'View Report' button, and a grey 'Cancel' button.

4. Click on 
5. You will receive a pop up asking you to open this document, click OK:

