

Tool 1: Export the volunteer list to Excel

Open the event. Click the **green Excel icon at the top right** to download all volunteers signed up for this event.

< Event





Inspiring scientific literacy and fostering a love for space exploration.

Event by:

**H.R. MacMillan Space Centre**
[See profile](#)

Space Centre Volunteering Event

Meet And Greet Required Onboarding Form Required



Sunday, October 18th, 2026



7:55 PM - 9:00 PM



1455 Quebec St, Vancouver, BC, Canada, V6A 3Z7



604-738-7827



Education



Join us at Science World for an exciting evening of space exploration! Volunteers will assist visitors, facilitate interactive exhibits, and help create an engaging learning environment focused on astronomy and space science.

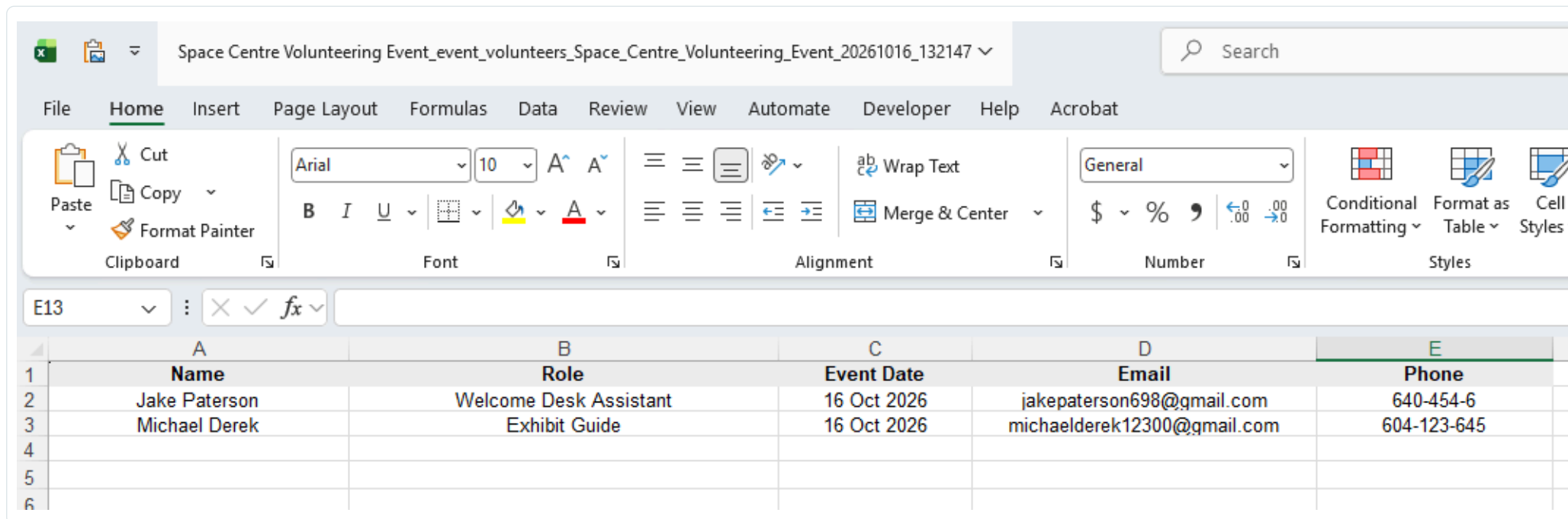
<October 2026>

 **Notify Existing Volunteers**

Send an alert to your charity's volunteers who haven't signed-up yet.

Tool 1: Print the list or save a PDF

Open the downloaded file in **Excel**. Print the list, or save/export it as a **PDF from Excel**.



Space Centre Volunteering Event_event_volunteers_Space_Centre_Volunteering_Event_20261016_132147

File Home Insert Page Layout Formulas Data Review View Automate Developer Help Acrobat

Clipboard: Paste, Cut, Copy, Format Painter

Font: Arial, 10, Bold, Italic, Underline, Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

	A	B	C	D	E
	Name	Role	Event Date	Email	Phone
1	Jake Paterson	Welcome Desk Assistant	16 Oct 2026	jakepaterson698@gmail.com	640-454-6
2	Michael Derek	Exhibit Guide	16 Oct 2026	michaelderek12300@gmail.com	604-123-645
3					
4					
5					
6					

Tool 2: Copy volunteer email addresses

This is a separate tool. Open the event and click the **blue copy icon at the top right** to open **Export Volunteer List**.

< Event





Inspiring scientific literacy and fostering a love for space exploration.

Event by:

**H.R. MacMillan Space Centre**
[See profile](#)

Space Centre Volunteering Event

Meet And Greet Required Onboarding Form Required

 Sunday, October 18th, 2026
 7:55 PM - 9:00 PM
 1455 Quebec St, Vancouver, BC, Canada, V6A 3Z7
 604-738-7827
 Education



Join us at Science World for an exciting evening of space exploration! Volunteers will assist visitors, facilitate interactive exhibits, and help create an engaging learning environment focused on astronomy and space science.

<October 2026>

 **Notify Existing Volunteers**

Send an alert to your charity's volunteers who haven't signed-up yet.

Tool 2: Choose emails, then paste

Everyone: Click **Copy All Emails**.

One role: Click **Copy Emails** under that role.

Paste the copied addresses into your email.

< Event🔗 📄 📧 📋



Export Volunteer List ×

✉ Copy All Emails

By Role

Exhibit Guide

Welcome Desk Assistant

Activity Facilitator

Cancel