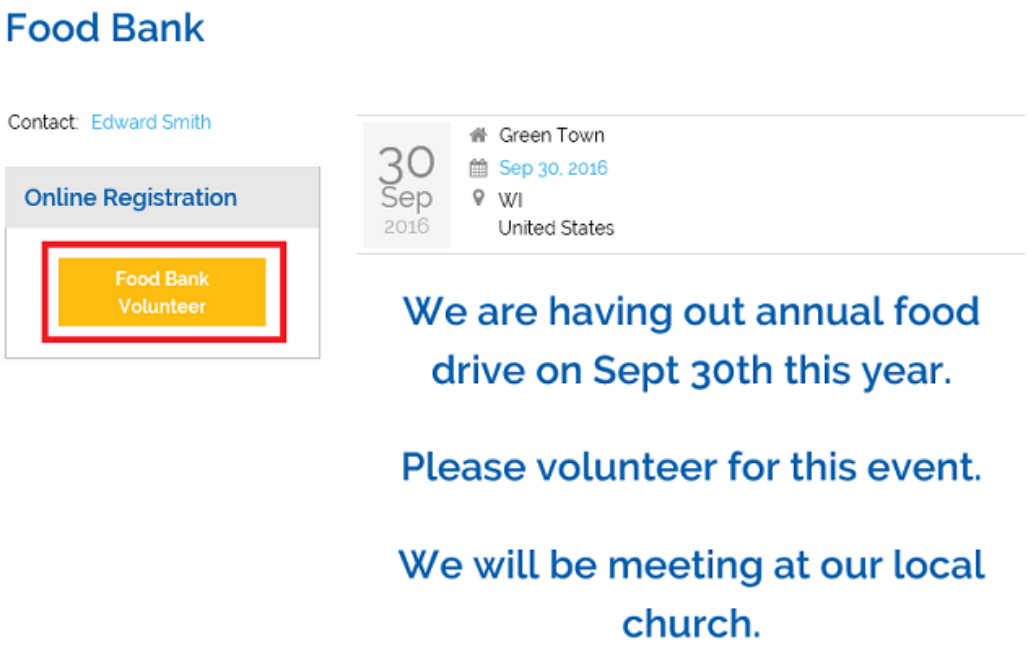
ClubRunner

How can volunteers edit their registration information?

Michael C. - 2021-02-24 - Volunteers & Signups

A member who volunteered for an event can edit their volunteer registration information. They can change their email address and phone number. They can even unvolunteer or unbook. To learn more, please follow the steps below:

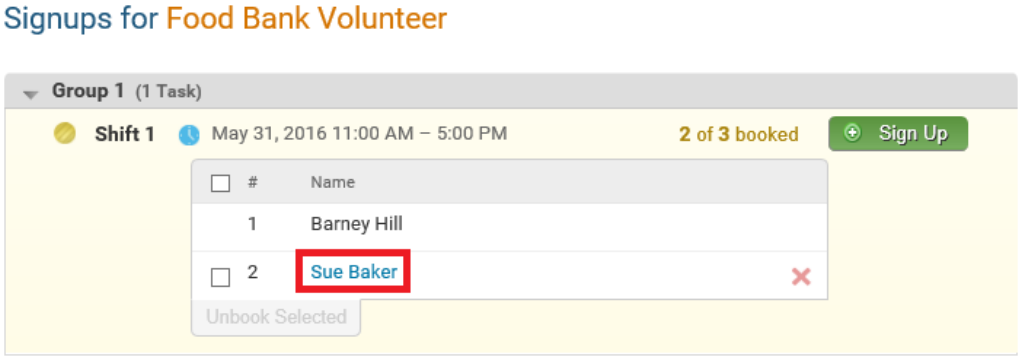
1. Go to the Club's website.
2. Click on the event you volunteered for.
3. You are now on the event's page. Click on the link under **Online Registration**.



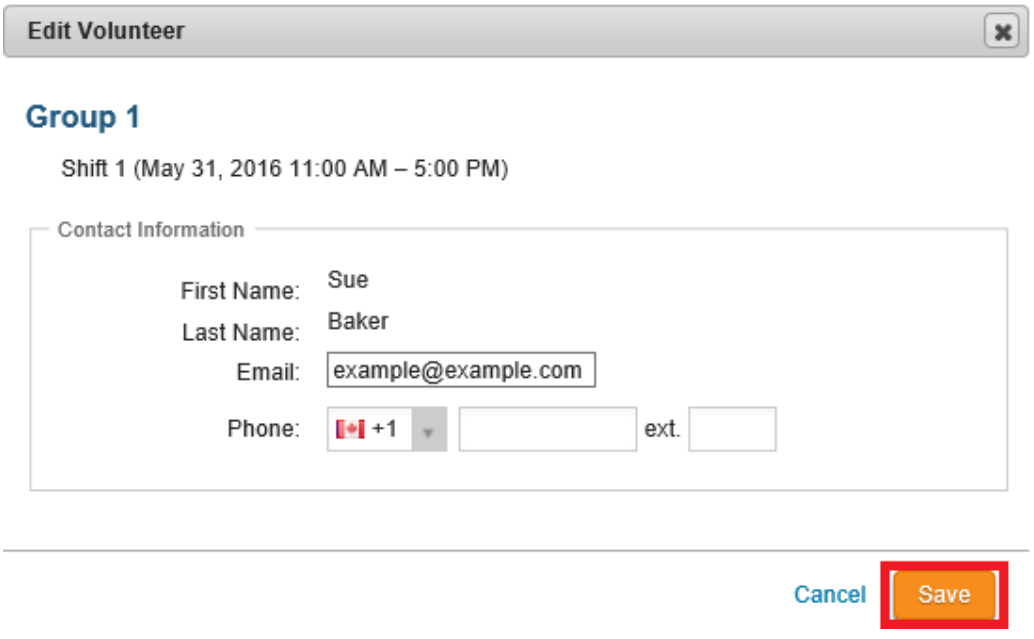
4. This takes you to the **Signup** page. To edit your volunteer registration information or to unvolunteer click on **Member Login**. Enter your login information and login.



5. This takes you to the Signups List page. Click on your name to edit your information.

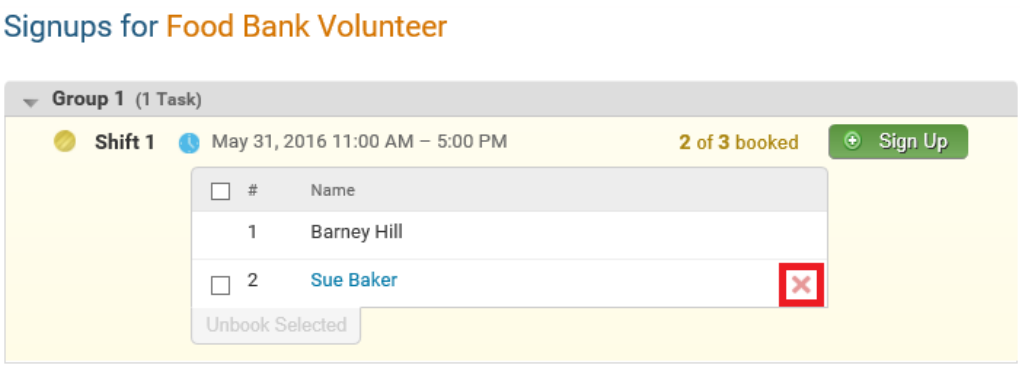


6. Change the email or phone field. Once done, click **Save**.



To Unvolunteer/Unbook From a Volunteer List

1. On the Signups List page, click on the red **X**.



2. A confirmation window appears. Click **OK** to unbook your self from the list.

