ClubRunner

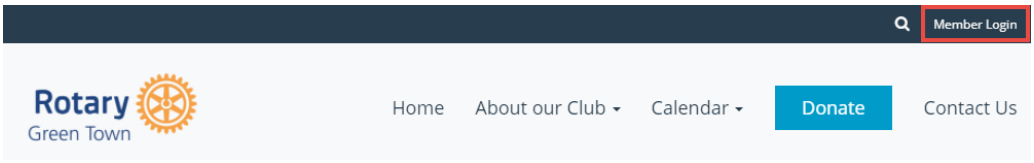
How do I archive a volunteer list?

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

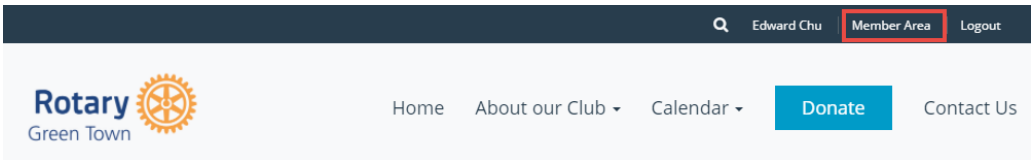
You can archive a volunteer list to make room for new volunteer signup lists. There are only so many volunteer signup lists you are allowed to have at a time. Once the signup list is archived it cannot be edited, but you can copy or restore it. To learn more about this, please follow the steps below:

Note: The copy and restore options are only available with the **Enhanced Volunteers**. With basic you may only restore the last volunteer list archived and copy is not an option. To learn more about **Enhanced Volunteers**, please read the article named **What's the Difference Between the Basic and Enhanced Version?**

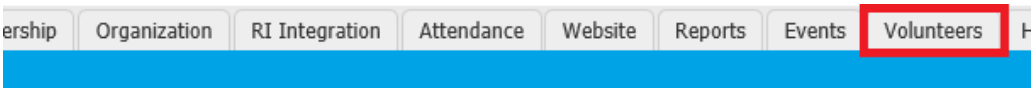
1. Please login to ClubRunner by going to the Club's website and click on the link near the top right called **Member Login**.



2. After you login, please click **Member Area** near the top right.



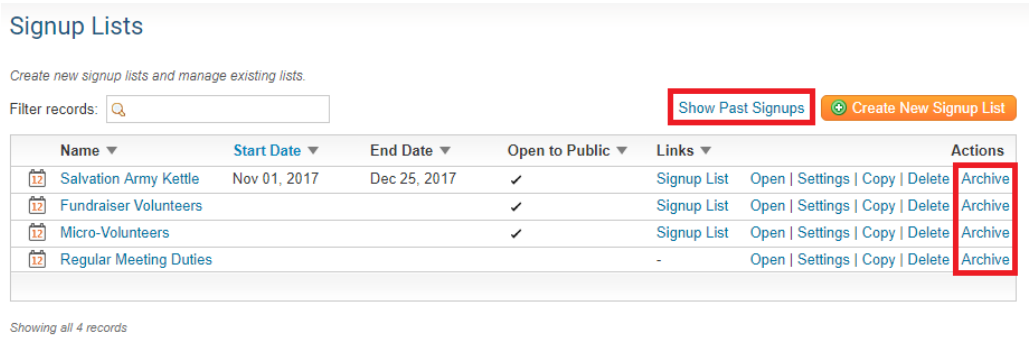
3. On the grey menu bar, near the top click **Volunteers**.



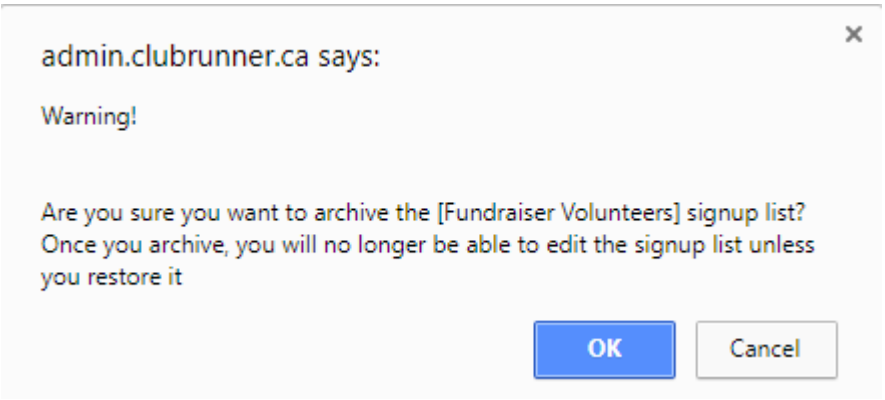
4. On the blue menu bar click **View Signup Lists.**



5. This takes you to the Volunteer **Signup Lists** page. By default it displays the active signup lists. Find the list you want to archive. If you cannot then you can click **Show Past Signups** to display past signup lists. Once you find the signup list you want to archive, click the **Archive** link on the right, on the same line as the signup list.



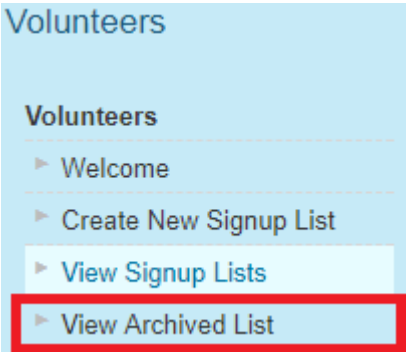
6. A message will appear confirming you want to archive the signup list. Click **OK** if you want to confirm the change. This will archive the list.



View Archive List

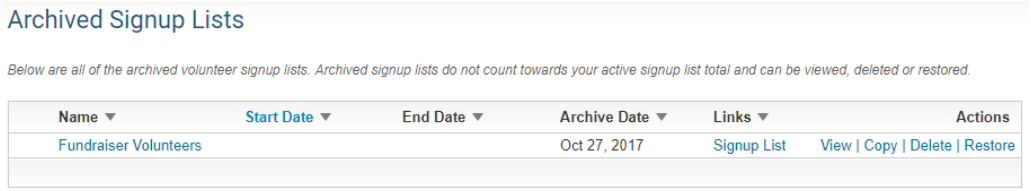
To see the archived volunteer signup lists please use the **View Archive List** page. To find out how to use this page please follow the steps below:

1. To get the the archive list click **View Archived List** on the left, while in volunteers.



2. On the Archived Signup Lists page it displays all of the archived signup lists sorted by Archive Date by default.
    - **Name** - If you click on the name of the signup list it displays the details of the signup list
    - **Start Date** - The date when the list started.
    - **End Date** - The date when the list ended.
    - **Archive Date** - The date of when it was archived.
    - **Links** - Opens a new window and displays the signup list on the website.
    - **Actions**
        - **View** - Displays the details of the signup list
        - **Copy** - This allows you to make a new signup list as a copy of this one. (*Enhanced Volunteers only*)
        - **Delete** - This deletes the signup list permanently.

- **Restore** - Allows you to move the last signup list archived from the archive back to the active signup lists page.(*Enhanced Volunteers can restore any list*)



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