ClubRunner

Help Articles > Club Help > Club - Administration Guide > Volunteers & Signups > How do I archive a volunteer list?

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 <u>What's the Difference Between the Basic and Enhanced Version?</u>

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

				۹	Member Login
Rotary	Home	About our Club -	Calendar -	Donate	Contact Us

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

			۹	Edward Chu	Member Area	Logout
Rotary	Home	About our Club 🗸	Calendar •	Don	ate Co	ontact Us

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

ership	Organization	RI Integration	Attendance	Website	Reports	Events	Volunteers	H

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

Admin	My ClubRunner	C	Communication	E	Bulletin	New Bulletin
Welcome	View Signup List	ts	Email Template	s	Notifica	tion Settings

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.

Signup Lists							
Create ne	ew signup lists and manage	existing lists.			Show Pag	st Signups	nun List
	Name V	Start Date 🔻	End Date 🔻	Open to Public ▼	Links 🔻		Actions
12 \$	Salvation Army Kettle	Nov 01, 2017	Dec 25, 2017	1	Signup List	Open Settings Copy Delete	Archive
12	Fundraiser Volunteers			1	Signup List	Open Settings Copy Delete	Archive
12	Vicro-Volunteers			1	Signup List	Open Settings Copy Delete	Archive
12	Regular Meeting Duties				-	Open Settings Copy Delete	Archive

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

Showing all 4 records

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.

Vol	unteers
Vo	olunteers
•	Welcome
Þ	Create New Signup List
Þ	View Signup Lists
Þ	View Archived List

- 2. On the Archived Signup Lists page it displays all of the archived signup lists sorted by Archive Date by default.
 - $\circ~$ 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.
 - $\circ~$ 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*)

Archived Signup Lists

Below are all of the archived volunteer signup lists. Archived signup lists do not count towards your active signup list total and can be viewed, deleted or restored.

Name 🔻	Start Date 🔻	End Date 🔻	Archive Date 💌	Links 🔻	Actions
Fundraiser Volunteers			Oct 27, 2017	Signup List	View Copy Delete Restore

Related Content

- How do I link a signup list to an event?
- <u>How do I copy a volunteer signup list?</u>
- What is the difference between the basic and enhanced volunteer module?
- <u>How do I create a new volunteer signup list?</u>