

ClubRunner

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

How do I copy a volunteer signup list?

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

The Volunteers module now allows you to make a copy of volunteer signup lists. This feature replicates the entire signup list, including its settings, groups and tasks (including dates and times if available) without copying over the assigned volunteers. With this feature you can quickly replicate signup lists without needing to re-enter the group and task details.




Note: To access the Volunteers Module members would need access level **30 - Site Administrator** to **60 - Editor**

1. To copy a signup list, you must log into your ClubRunner site and access the **Member Area**. Once you have done this, click on the **Volunteers** tab on the grey menu bar near the top.
2. Then, click on **View Signup Lists** in the menu below.
3. You are now viewing all your signup lists. On the same row as the list you wish to copy, click on the **Copy** link to the right, under the heading **Actions**.

Signup Lists

Create new signup lists and manage existing lists.

Filter records: Show Archived Signups Create New Signup List

Name	Start Date	End Date	Open to Public	Links	Actions
 Holiday Helpers 2020	Dec 15, 2020	Dec 17, 2020		-	Open Settings Copy Delete Archive
 Salvation Army Kettle	Nov 01, 2017	Dec 25, 2017	✓	Signup List	Open Settings Copy Delete Archive
 Charity BBQ Volunteers	Oct 08, 2016	Oct 08, 2016	✓	Signup List	Open Settings Copy Delete Archive

Showing all 3 records

4. You are taken to a screen where you may customize the name and starting date and time as well as other details for the duplicate list. Fill out these fields as appropriate and then click **Save** to create the signup list copy. Or, click **Cancel** if you wish to discard it.

Signup list copied. You can edit it now. ✕

Edit Volunteer Signup **Holiday Helpers 2020 (copy)**

Settings

Name

Start Date

End Date

Is this signup list open to the public? Yes No, members and other users only

Link with an event? Yes No, this is a standalone signup list

Select the event

Signup List Chair

Email Volunteer Chair on all confirmations? Yes No

5. Once you have clicked save, the duplicate signup list appears on the signup list page.

Signup Lists

Create new signup lists and manage existing lists.

Filter records:

Show Archived Signups

Name	Start Date	End Date	Open to Public	Links	Actions
Holiday Helpers 2020	Dec 15, 2020	Dec 17, 2020	-	Open Settings Copy Delete Archive	
Holiday Helpers 2020 (copy)	Dec 15, 2020	Dec 17, 2020	-	Open Settings Copy Delete Archive	
Salvation Army Kettle	Nov 01, 2017	Dec 25, 2017	✓	Signup List Open Settings Copy Delete Archive	
Charity BBQ Volunteers	Oct 08, 2016	Oct 08, 2016	✓	Signup List Open Settings Copy Delete Archive	

Showing all 4 records

Related Content

- [How do I archive a volunteer list?](#)
- [How do I create a new volunteer signup list?](#)