How do I link a signup list to an event?

Michael C. - 2025-11-10 - Volunteers & Signups

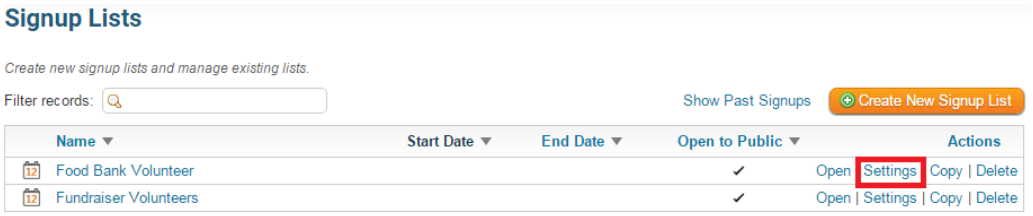
In order to see the Signup List in your ClubRunner site you will need to link it to an existing event created in Event Planner or Cloud Events.

Note: the **Basic** version only allows you to associate one signup list to an event. The **Enhanced** version allows you to associate more than one signup list to an event and can create standalone signup lists not associated with an event!

Below are the steps to link a signup list to an event:

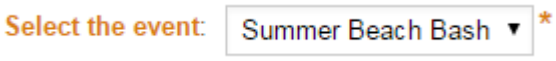
1. Login to ClubRunner and click on **Member Area**. Click on **Volunteer** on the grey menu bar near the top and then click on **View Signup Lists** on the left.

2. You should now see a list of your signup Volunteer signups, click on the **Settings** link found under the Actions column on the right.



3. Now select the event from the drop down box called **Select the event**.

   Note: Events in **draft** status are not available for selection



4. Once the event has been selected click on the **Save** button to save the changes.



Related Content

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- How do I create a new volunteer signup list?