

How do I link a signup list to an event?

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

In order to see the Signup List in your ClubRunner site you will need to link it to an existing Event.

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.



Signup Lists

Create new signup lists and manage existing lists.

Filter records:

Show Past Signups

[+ Create New Signup List](#)

Name ▾	Start Date ▾	End Date ▾	Open to Public ▾	Actions		
 Food Bank Volunteer			✓	Open	Settings	Copy Delete
 Fundraiser Volunteers			✓	Open	Settings	Copy Delete

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

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

Select the event: *

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

[Cancel](#) [Save](#)

Related Content

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