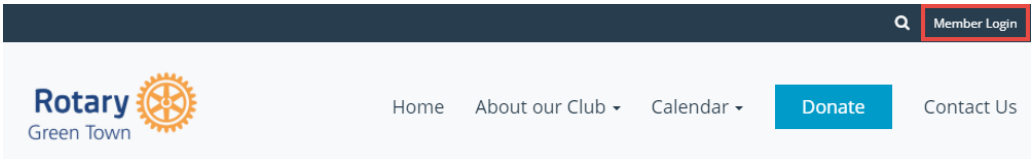
ClubRunner

How do I manage volunteer tasks?

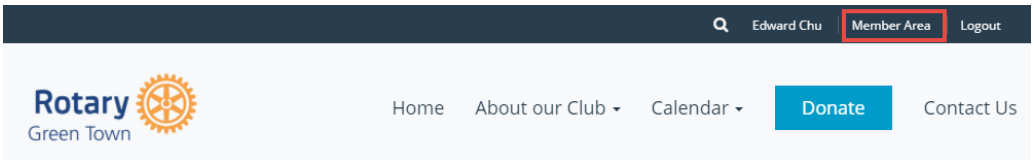
Michael C. - 2021-02-24 - Volunteers & Signups

ClubRunner allows you to manage and assign volunteers to various tasks. To access these volunteer tools, you'll need to log in to your member account.

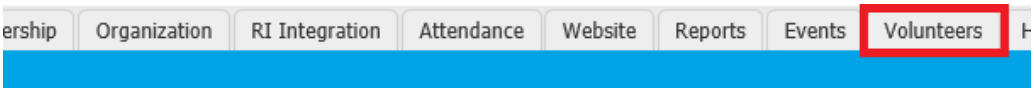
1. Click **Member Login** at the top right of your club's webpage.



2. Enter your login details, and then click **Member Area** at the top right of the page that appears.



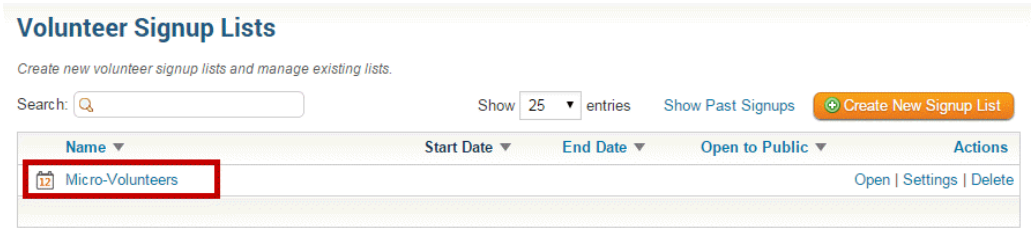
3. You will see a number of tabs along the top. Click on **Volunteers.**



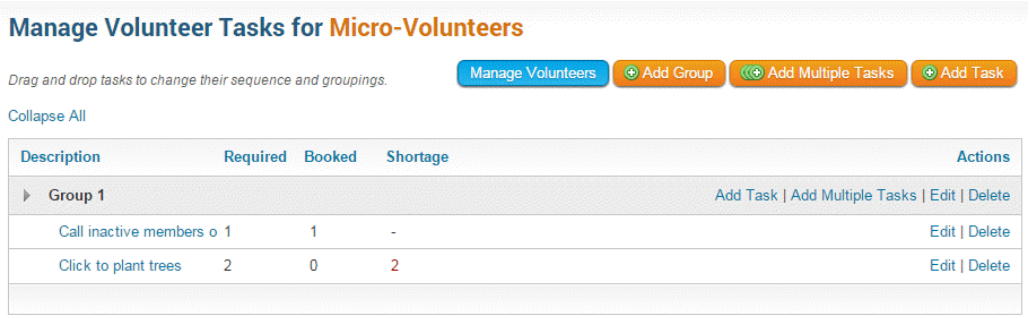
4. Now, click on **View Signup Lists.**



5. Click on the volunteer list for which you wish to edit.



6. You are now on the **Manage Volunteer Tasks** screen, where you can manage all of the tasks for the Volunteer Signup Lists. From here you can **Add**, **Edit**, or **Delete** any of the tasks. You also see the People per Tasks (Required column) and how many people have booked that task (Booked column).



7. To add a new task, find the group you would like to add the task to and click on the **Add Task** link. You also have the option to add more than one task with the **Add Multiple Tasks** link.



8. To modify or change an existing task, click on the **Edit** link under the **Actions** column.



9. To delete an existing task, click on the **Delete** link under the **Actions** column.

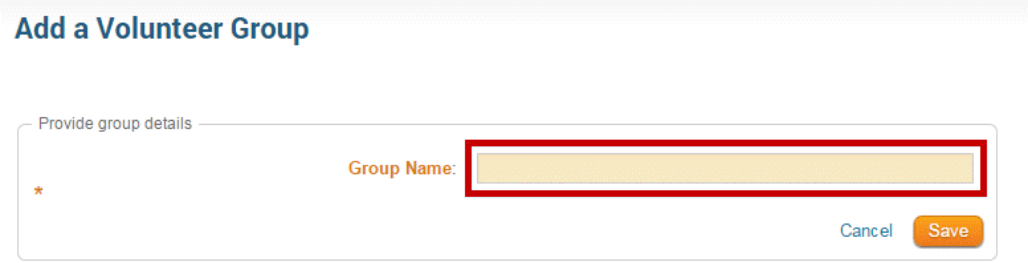


Adding a New Group

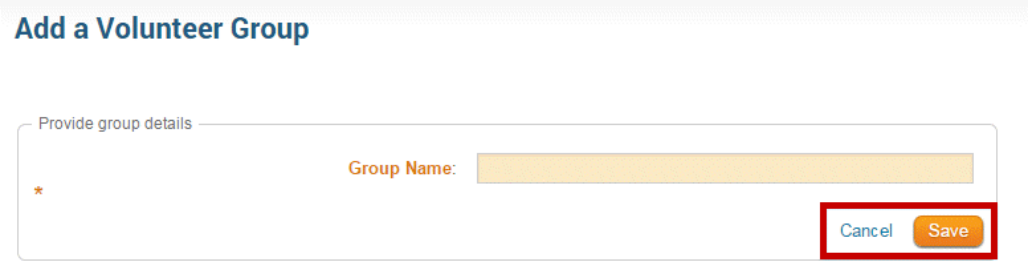
1. To add a new volunteer task group, click on the **Add Group** button in the top right corner.



2. Enter a name for the new volunteer group in the field provided. This field is mandatory.



3. Click on the **Save** button to create your group, or **Cancel** to discard it.

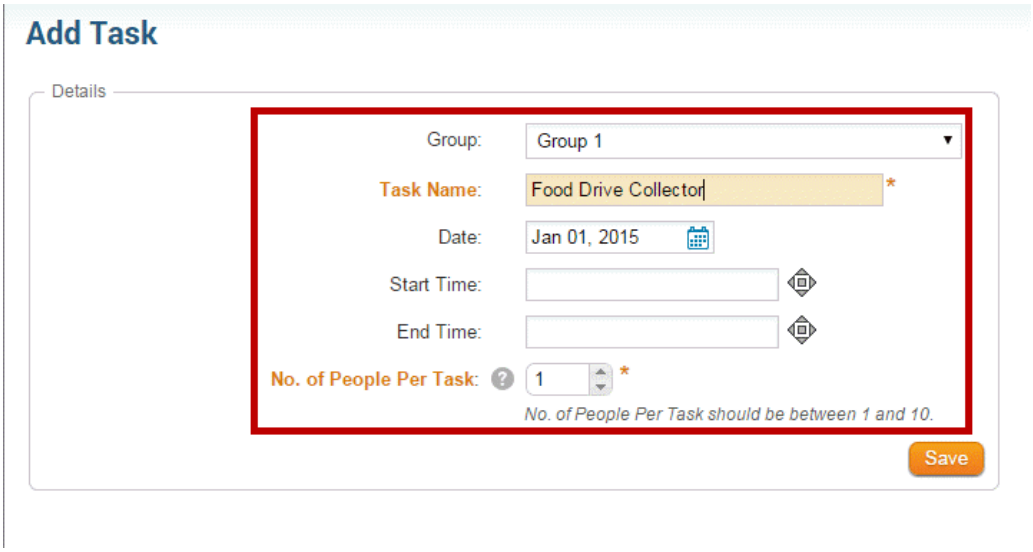


Adding a New Task

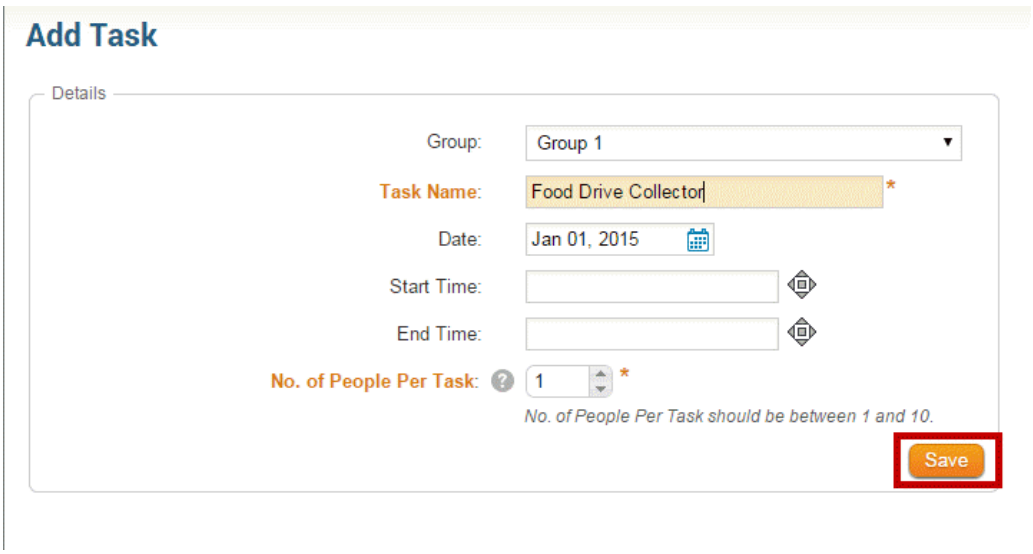
1. To create a new volunteer task, click on the **Add Task** button at the top right.



2. Enter the needed information in the fields presented. Note that **Task Name** and **Number of People** are required fields.
    - **Group:** This is the group you want to add the task to. Click on the group dropdown to select a different group.
    - **Task Name:** The name of the task being created.
    - **Date:** The date that the task is effective.
    - **Start Time:** *Optional* - Choose a time for when this new task should begin.
    - **End Time:** *Optional* - Choose a time for when this new task should end.
    - **Number of People:** How many volunteer slots are available for this task

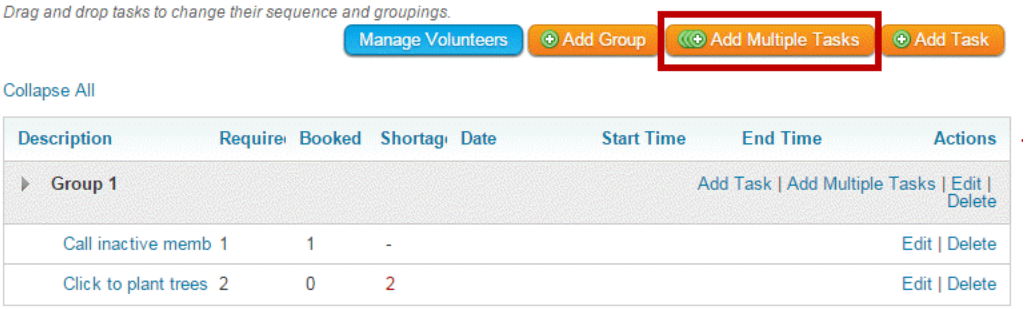


3. Click on the **Save** button to add your new task.



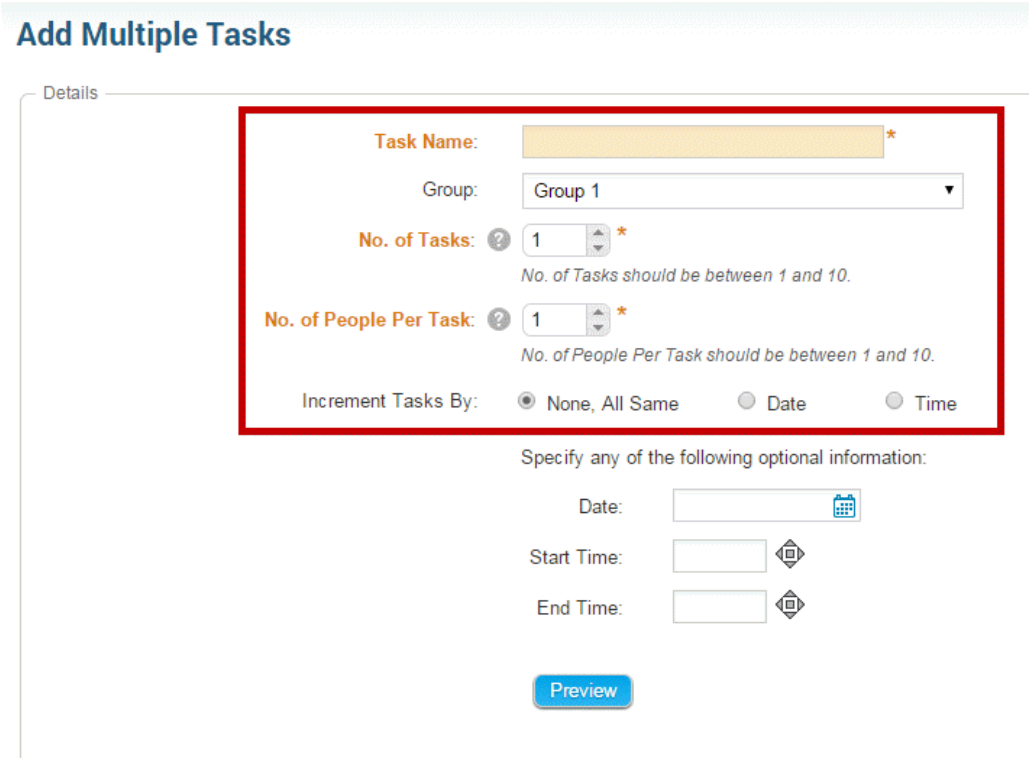
Adding Multiple Tasks

1. Click on the **Add Multiple Tasks** button on the top right corner.



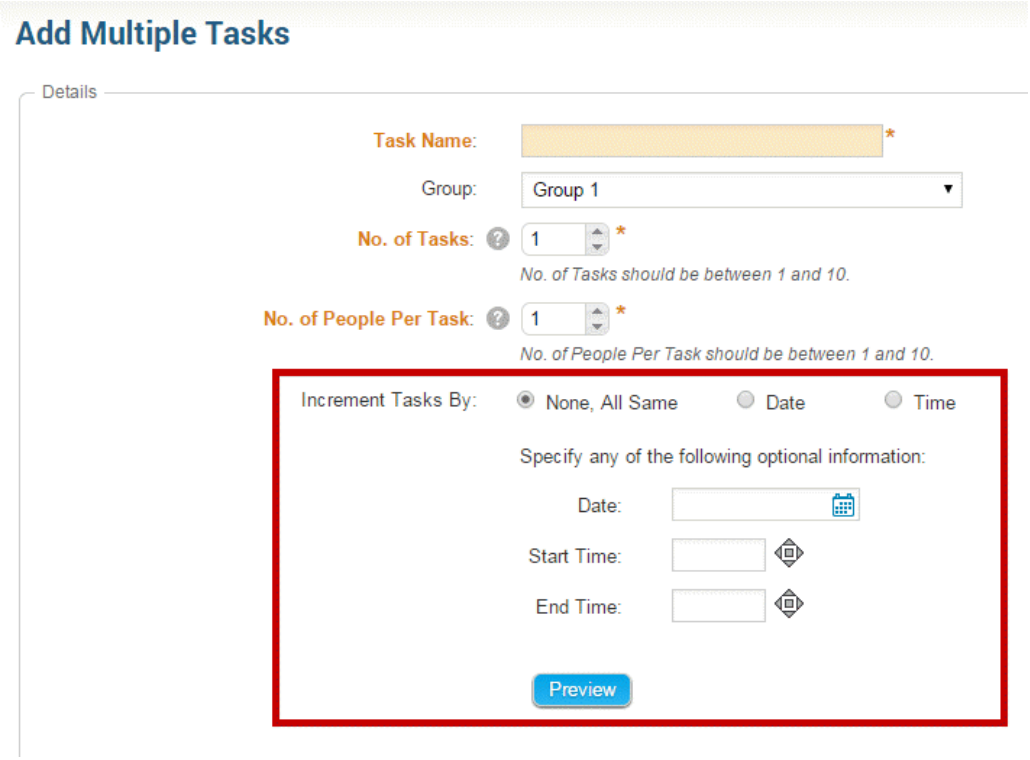
2. Populate the fields for the multiple tasks. Note that **Task Name**, **Group Name**, **Number of Tasks** and **Number of Volunteers per Task** are all required fields.

    - **Task Name:** These are the names of the Multi Tasks being created.
    - **Group:** The group that the tasks will be added to. If set on **Create New Group** then a new Group Name field will appear requiring you to populate the Group Name.
    - **Group Name:** If Group is set to: Create New Group then this field will appear as a required field for you to enter a new Group Name.
    - **Number of Tasks:** How many tasks will be created.
    - **Number of Volunteers per Task:** How many volunteers' slots are available per task defined.

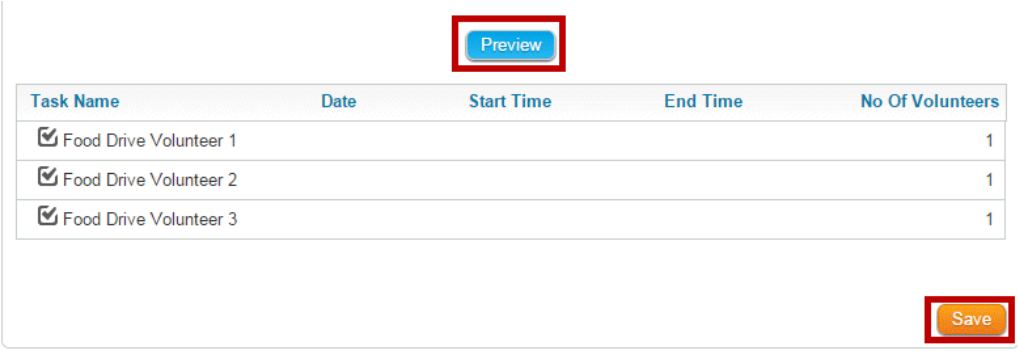


3. Next, set up the task incrementation, using the **Increment Tasks By o**ptions:

    - **None, All Same**: Indicates that the tasks being created do not need an increment as they will all be at the same date and time.
    - **Date:** The date when the tasks will be held. Click on the calendar icon to bring up a mini calendar to select the date.
    - **Start Time:** The time when the tasks will begin. Click on the time icon to set the time.
    - **End Time:** The time when the tasks will conclude. Click on the time icon to set the time.
    - **Preview:** Click on the Preview button to see a sample of the multiple tasks that will be created:

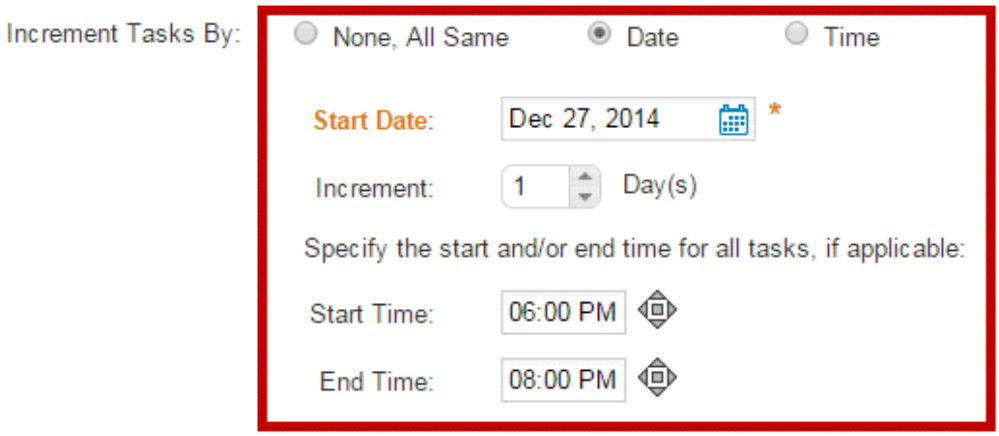


4. If everything looks correct, click **Preview** to view the tasks you've created. Then, click **Save.**



How to Increment Tasks by Date

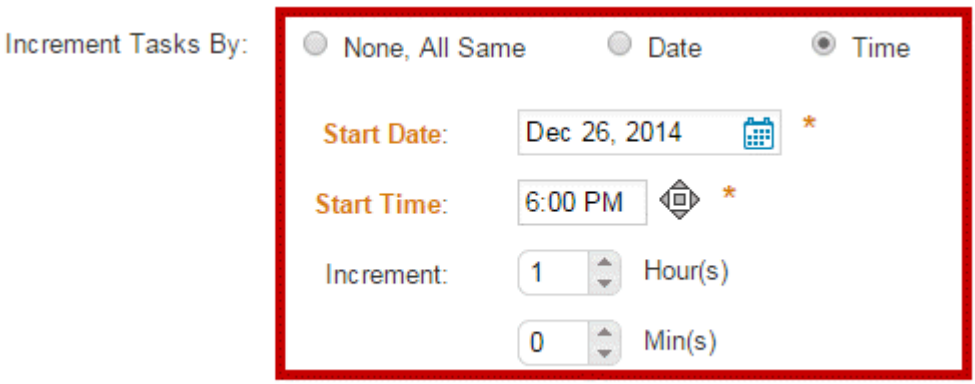
1. When incrementing a task by date, you must provide the following details:
    - **Date:** Indicates that the tasks being created will increment based on days.
    - **Start Date:** The first date when the first task will be held. All other task dates will be based on the increment field specified. Click on the calendar icon to bring up a mini calendar to select the date(s).
    - **Increment:** The amount the **Task Start Date** will increase by.
    - **Start Time:** The time when the tasks will begin, applicable to all tasks. Click on the time icon to set the time.
    - **End Time:** The time when the tasks will conclude, applicable to all tasks. Click on the time icon to set the time.
    - **Preview:** Click on the Preview button to see a sample of the multi tasks that will be created:



2. If everything looks correct click **Save** to create the multiple tasks.

How to Increment Tasks by Time

1. When incrementing a task by time, you must provide the following details:
    - **Time:** Indicates that the tasks being created will increment based on Hour(s) and/or Minute(s).
    - **Start Date:** The first date when the first task will be held. All other task dates will be based on the increment field specified. Click on the calendar icon to bring up a mini calendar to select the date(s).
    - **Start Time:** The time of the first task. All other tasks will use the increment to determine their start times. Click on the time icon: to set the time.
    - **Increment – Hour(s):** Indicates the amount of hours that will be added to the subsequent tasks.
    - **Increment – Min(s):** Indicates the amount of minutes that will be added to the subsequent tasks.
    - **Preview:** Click on the Preview button to see a sample of the multi tasks that will be created:



2. If everything looks correct, then click **Save** to create the multiple tasks.