

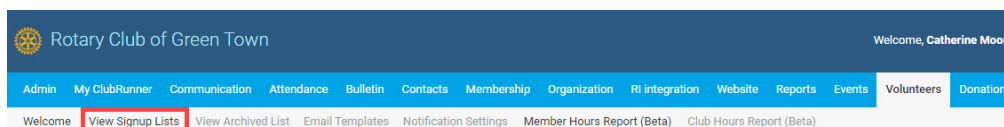
## How do I sign up for a Volunteer Signup list?

Robin N. - 2023-01-24 - Events & Volunteers

When logging into your club's ClubRunner website, you can sign up for any volunteer signup lists.

Use the steps below to sign up for a task in your club's volunteer signup lists:

1. To access the Volunteer Signup Lists, you must go to your club homepage and log in. To login, click the the **Member Login** link near the top right.
2. After you enter your login name and password it will return you back to the Club's homepage. Click **Member Area** near the top right.
3. Click on **Volunteers** in the navigation menu, then click **View Signup Lists**.



4. This will take you to the **Signup Lists** page. Click the **Signup List** link for the event you are volunteering for.

The screenshot shows the 'Signup Lists' page. At the top right, there is a 'Go back' link. Below the title, there is a sub-header 'Create new signup lists and manage existing lists.' and a search filter 'Filter records:'. To the right, there is a 'Show Archived Signups' link. The main content is a table with the following data:

Name	Start Date	End Date	Open to Public	Links	Actions
2023 4th of July BBQ Prep	Jul 04, 2023	Jul 04, 2023	✓	<a href="#">Signup List</a>	Open   Settings   Copy   Delete
Christmas Dec. 23rd Volunteers	Dec 21, 2022	Dec 23, 2022		<a href="#">Signup List</a>	Open   Settings   Copy   Delete
Christmas Party Volunteers	Dec 18, 2022	Dec 18, 2022	✓	<a href="#">Signup List</a>	Open   Settings   Copy   Delete
Volunteers for Food Drive - 2 Groups	May 20, 2022	May 22, 2022		<a href="#">Signup List</a>	Open   Settings   Copy   Delete

5. Once you open the **Signup List** page for the event you are volunteering for, you will see all the different volunteering groups, tasks and slots you can sign up for.

# Signups for 2023 4th of July BBQ Prep



Welcome, **Catherine Moore** (Not you? [Click here](#) to sign in).

Cooking Duties (2 Tasks)	
BBQ Grill Prep 1 <span>🕒</span> Apr 24, 2023 1:00 PM - 4:00 PM	0 of 2 booked <span>👤</span> Sign Up
# Name _____	No Signups
Desert Prep <span>🕒</span> Apr 24, 2023 1:00 PM - 2:00 PM	0 of 2 booked <span>👤</span> Sign Up
# Name _____	No Signups
Set-Up/Clean-Up (2 Tasks)	
Clean-up Tables <span>🕒</span> Jul 04, 2023 8:00 PM - 9:00 PM	0 of 2 booked <span>👤</span> Sign Up
# Name _____	No Signups
Set-Up Tables <span>🕒</span> Jul 04, 2023 11:00 AM - 12:00 PM	0 of 2 booked <span>👤</span> Sign Up
# Name _____	No Signups

6. Find the task you would like to sign up for, then click the green **Sign Up** button.

Cooking Duties (2 Tasks)	
BBQ Grill Prep 1 <span>🕒</span> Apr 24, 2023 1:00 PM - 4:00 PM	0 of 2 booked <span>👤</span> Sign Up
# Name _____	No Signups
Desert Prep <span>🕒</span> Apr 24, 2023 1:00 PM - 2:00 PM	0 of 2 booked <span>👤</span> Sign Up
# Name _____	No Signups
Set-Up/Clean-Up (2 Tasks)	
Clean-up Tables <span>🕒</span> Jul 04, 2023 8:00 PM - 9:00 PM	0 of 2 booked <span>👤</span> Sign Up
# Name _____	No Signups
Set-Up Tables <span>🕒</span> Jul 04, 2023 11:00 AM - 12:00 PM	0 of 2 booked <span>👤</span> Sign Up
# Name _____	No Signups

7. Once you have clicked **Sign Up**, a popup will appear to add the volunteer information. In the **Member Type** options to click **My Guest**, to register your guest as a volunteer, or **Myself**, to register yourself.

### Book Volunteer

## Cooking Duties

BBQ Grill Prep 1 (Apr 24, 2023 1:00 PM – 4:00 PM)

#### New Volunteer Information

Member Type \*  My Guest  Myself

First Name \* Catherine

Last Name \* Moore

Email spevensie@example.com

Phone  +1  ext.

\* indicates a required field.

Cancel Save

#### Note

When adding a Guest to a Volunteer Signup List, you will need to check the **'I received consent from this individual...'** checkbox at the bottom of the Book Volunteer pop-up to save their information into your club's database. This checkbox is for ClubRunner GDPR Compliance. [Learn more about ClubRunner and GDPR from this page on our website.](#)

8. Enter the volunteer information, then click the orange **Save** button.

### Book Volunteer

## Set-Up/Clean-Up

Clean-up Tables (Jul 04, 2023 8:00 PM - 9:00 PM)

### New Volunteer Information

Member Type \*  My Guest  
 Myself

First Name \*

Last Name \*

Email

Phone   ext.

\* indicates a required field.

Cancel

After clicking **Save**, navigate back to the Signup List, and you will see that your information, or your guest information has been saved.

# Signups for 2023 4th of July BBQ Prep



Welcome, **Catherine Moore** (Not you? [Click here](#) to sign in).

## ● Cooking Duties (2 Tasks)

☰ BBQ Grill Prep 1 ⌚ Apr 24, 2023 1:00 PM - 4:00 PM 1 of 2 booked [Sign Up](#)

### # Name

1 Miss Catherine Moore ✖

☰ Desert Prep ⌚ Apr 24, 2023 1:00 PM - 2:00 PM

0 of 2 booked [Sign Up](#)

### # Name

*No Signups*

## ● Set-Up/Clean-Up (2 Tasks)

☰ Clean-up Tables ⌚ Jul 04, 2023 8:00 PM - 9:00 PM

0 of 2 booked [Sign Up](#)

### # Name

*No Signups*

☰ Set-Up Tables ⌚ Jul 04, 2023 11:00 AM - 12:00 PM

0 of 2 booked [Sign Up](#)

### # Name

*No Signups*