

ClubRunner

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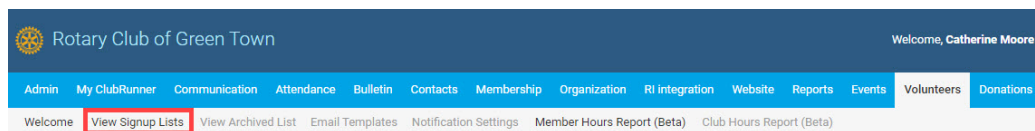
How do I sign up for a Volunteer Signup list?

Robin N. - 2023-01-24 - [Events & Volunteers](#)

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

Use the steps below to signup 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 **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.

[← Go back](#)

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
2023 4th of July BBQ Prep	Jul 04, 2023	Jul 04, 2023	✓	Signup List	Open Settings Copy Delete
Christmas Dec. 23rd Volunteers	Dec 21, 2022	Dec 23, 2022		Signup List	Open Settings Copy Delete
Christmas Party Volunteers	Dec 18, 2022	Dec 18, 2022	✓	Signup List	Open Settings Copy Delete
Volunteers for Food Drive - 2 Groups	May 20, 2022	May 22, 2022		Signup List	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 ⌚ Apr 24, 2023 1:00 PM – 4:00 PM

0 of 2 booked

[Sign Up](#)

Name

No Signups

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

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

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

0 of 2 booked

[Sign Up](#)

Name

No Signups

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

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 *

Catherine

Last Name *

Moore

Email

spevensie@example.com

Phone

🇨🇦

+1

▼

(416) 586-2452

ext.

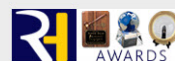
* indicates a required field.

Cancel

Save

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