## 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:

- 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.

|                                      |                                    |              |              |                  |             | ← Go back                       |
|--------------------------------------|------------------------------------|--------------|--------------|------------------|-------------|---------------------------------|
| Signup L                             | ists                               |              |              |                  |             |                                 |
| Create new signu,<br>Filter records: | o lists and manage existing lists. |              |              |                  |             | Show Archived Signups           |
| Nam                                  | ie 👻                               | Start Date 💂 | End Date 💂   | Open to Public 🚽 | Links 🗸     | Actions                         |
| 2023                                 | 3 4th of July BBQ Prep             | Jul 04, 2023 | Jul 04, 2023 | 1                | Signup List | Open   Settings   Copy   Delete |
| Chris                                | stmas Dec. 23rd Volunteers         | Dec 21, 2022 | Dec 23, 2022 |                  | Signup List | Open   Settings   Copy   Delete |
| Chris                                | stmas Party Volunteers             | Dec 18, 2022 | Dec 18, 2022 | 1                | Signup List | Open   Settings   Copy   Delete |
| 觉 Volu                               | nteers 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 D         | uties (2 Tasks)                  |             |                         |
|-------------------|----------------------------------|-------------|-------------------------|
| 🚝 BBQ Grill Prep  | O 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/Cl       | ean-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 |
|                   |                                  |             | <b>6</b> 56. 54         |
|                   | # Name                           | No Signups  |                         |
|                   |                                  | ino signaps |                         |
|                   |                                  |             |                         |

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

| ignups for 2023 4th of July<br>Prep                              | / BBQ                   |
|--|-------------------------|
| elcome, <b>Catherine Moore</b> (Not you? Click here to sign in). |                         |
| Cooking Duties, and the  |                         |
| 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                 |

 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.

| <b>Book Volunteer</b> |                                |      |        | ×    |  |  |
|-----------------------|--------------------------------|------|--------|------|--|--|
| E Cooking             | Duties                         |      |        |      |  |  |
| 🗹 BBQ Grill Prep 1 (A | pr 24, 2023 1:00 PM – 4:00 PM) |      |        |      |  |  |
| New Volunteer Inf     | New Volunteer Information      |      |        |      |  |  |
| Member Type *         | O My Guest<br>O Myself         |      |        |      |  |  |
| First Name *          | Catherine                      |      |        |      |  |  |
| Last Name *           | Moore                          |      |        |      |  |  |
| Email                 | spevensie@example.com          |      |        |      |  |  |
| Phone                 | <u>■</u> +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.

| <b>Book Volunteer</b>                                    |                               |      |        | ×    |
|--|-------------------------------|------|--------|------|
| ■ Set-Up/C<br>© Clean-up Tables (Ju<br>New Volunteer Inf | I 04, 2023 8:00 PM – 9:00 PM) |      |        |      |
| Member Type *  | O My Guest<br>• 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<br>Prep  |                         |
|---|-------------------------|
| Welcome, <b>Catherine Moore</b> (Not you? <mark>Click her</mark> e to sign in). |                         |
| Cooking Duties (2 Tasks)  |                         |
| ₩ BBQ Grill Prep 1 ③ Apr 24, 2023 1:00 PM – 4:00 PM                             | 1 of 2 booked Sign Up   |
| <b># Name</b><br>1 Miss Catherine Moore   | ×                       |
| S Desert Prep ③ Apr 24, 2023 1:00 PM - 2:00 PM ₩ Name                           | 0 of 2 booked Sign Up   |
| No Signups  |                         |
| Set-Up/Clean-Up (2 Tasks)   |                         |
| ₩ Clean-up Tables ③ Jul 04, 2023 8:00 PM – 9:00 PM # Name                       | 0 of 2 booked Sign Up   |
| No Signups  |                         |
| I = Set-Up Tables   | 0 of 2 booked 💿 Sign Up |
| No Signups  |                         |