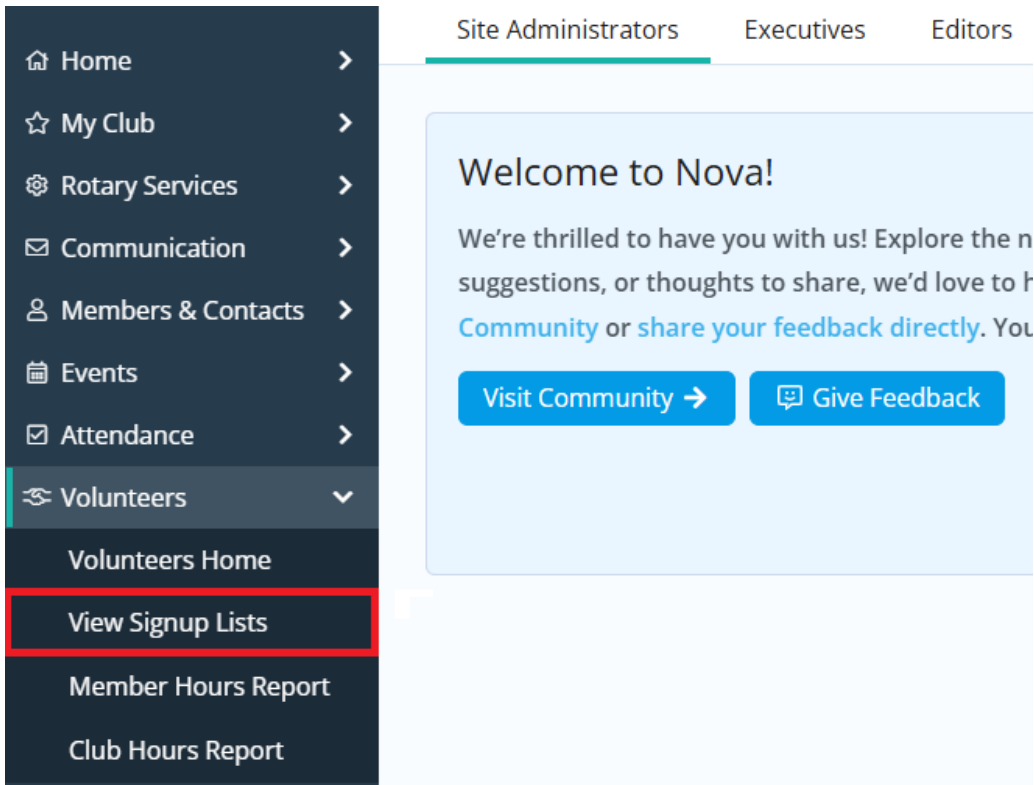


[NOVA] How do I archive a volunteer signup list?

Michael M. - 2026-10-15 - [Volunteers](#)

You may have up to 25 active signup lists, but can archive a volunteer list to make room for new lists. Once the signup list is archived it cannot be edited, but you can copy or restore it. To learn more about this, please follow the steps below.

1. To begin, log in to your account through your club homepage, then click on **Member Area** in the top right-hand corner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Click the arrow next to Volunteers in the left-hand menu, then click **View Signup Lists**.



3. Find the list you want to archive, then click the **Archive** link in the right-hand Actions column.

NAME ▾	START DATE ▾	END DATE ▾	OPEN TO PUBLIC ▾	LINKS ▾	ACTIONS
 Book Drive Setup	Jun. 01, 2027	Jun. 03, 2027	✓	Signup List Open Settings Copy Delete Archive	
Outreach Lunch Volunteers	Sep. 15, 2026	Sep. 30, 2026		Signup List Open Settings Copy Delete Archive	

4. A message will appear confirming you want to archive the signup list. Click **OK** to confirm the change.

Confirm

Warning! Are you sure you want to archive the Outreach Lunch Volunteers signup list? Once you archive, you will no longer be able to edit the signup list unless you restore it.

Cancel

OK

- To view archived signup lists, click **Show Archived Signups** near the top right-hand corner of the page.

Q Search

Show Archived Signups

Create New Signup List

NAME	START DATE	END DATE	OPEN TO PUBLIC	LINKS	ACTIONS
 Book Drive Setup	Jun. 01, 2027	Jun. 03, 2027	✓	Signup List	Open Settings Copy Delete Archive
 Summer Break Volunteering	Jul. 01, 2026	Aug. 31, 2026	✓	Signup List	Open Settings Copy Delete Archive

- On the Archived Signup Lists page it displays all of the archived signup lists. On the right-hand side you'll see options to view the details of the signup list, create a copy, permanently delete the signup list, or restore it to the active signup lists.

Q Search

Show Current Signups

NAME	START DATE	END DATE	ARCHIVE DATE	LINKS	ACTIONS
Outreach Lunch Volunteers	Sep. 15, 2026	Sep. 30, 2026	Oct. 15, 2026	Signup List	View Copy Delete Restore
RYLA Meals	Mar. 28, 2026	Mar. 28, 2026	Apr. 21, 2026	Signup List	View Copy Delete Restore