ClubRunner

[NOVA] How do I link a volunteer signup list to an event?

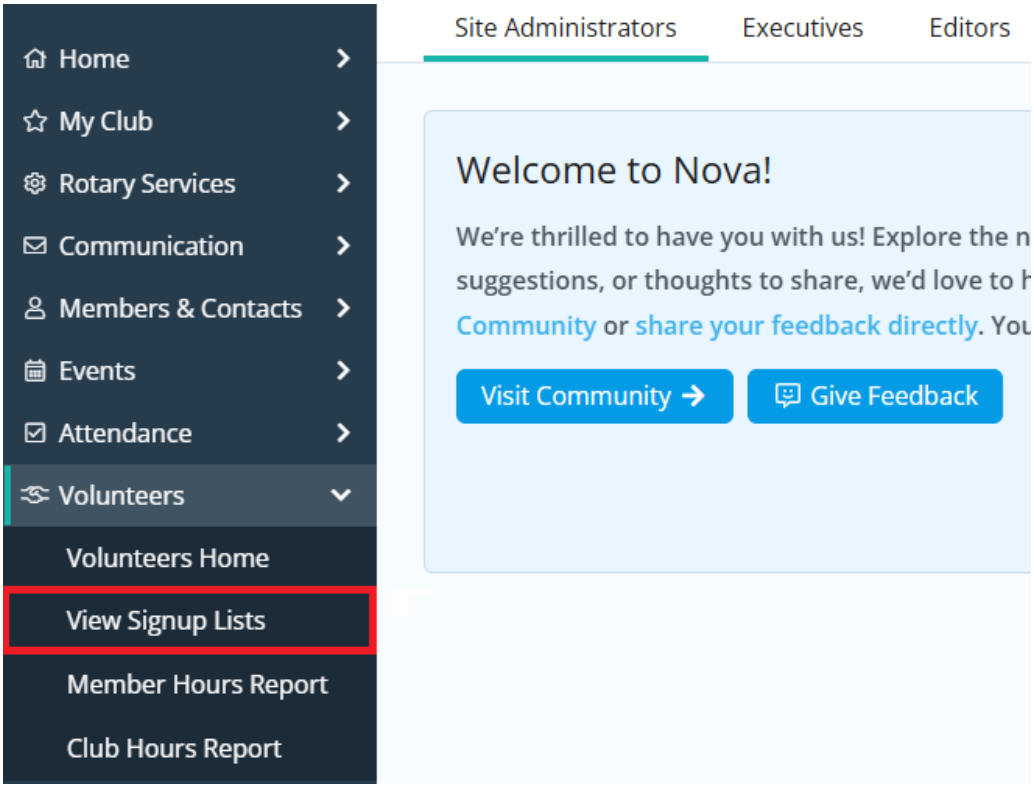
Michael M. - 2026-10-23 - Volunteers

You are able to have stand-alone volunteer signup lists but may also link them to existing events created in Event Planner or Cloud Events. This support article will show you how to link a created signup list to an event.

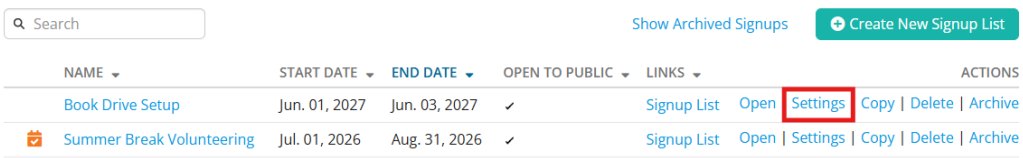
To learn how to create a volunteer signup list, please read the support article: **How do I create a volunteer signup list?**

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.**

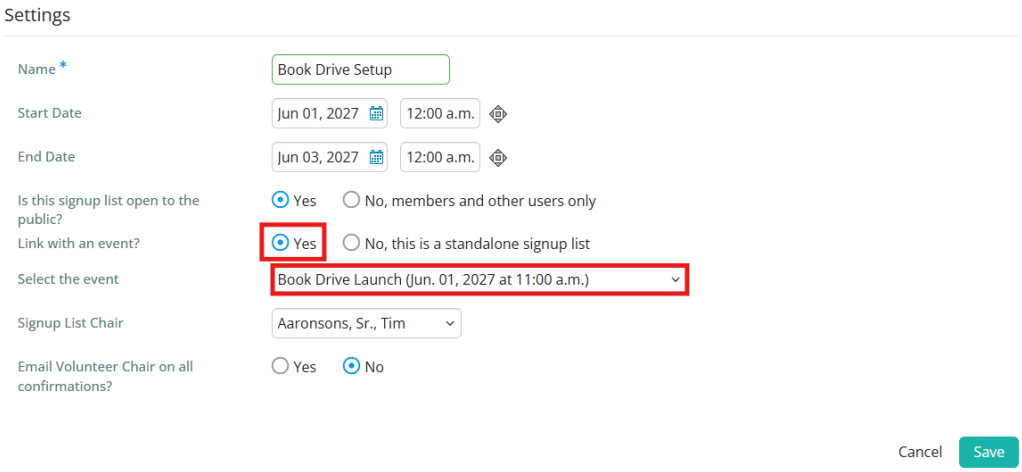
2. Click the arrow next to Volunteers in the left-hand menu, then click **View Signup Lists**.



3. Locate the signup list you wish to link to an event, then click the **Settings** link found under the right-hand Actions column.



4. On the following page, toggle the "Link with an event?" setting to **Yes.** Now select the event from the drop-down box called **Select the event**. Events in draft status are not available for selection and must be published before they can be linked to signup lists.



5. Once the event has been selected, click the **Save** button to save the changes.