

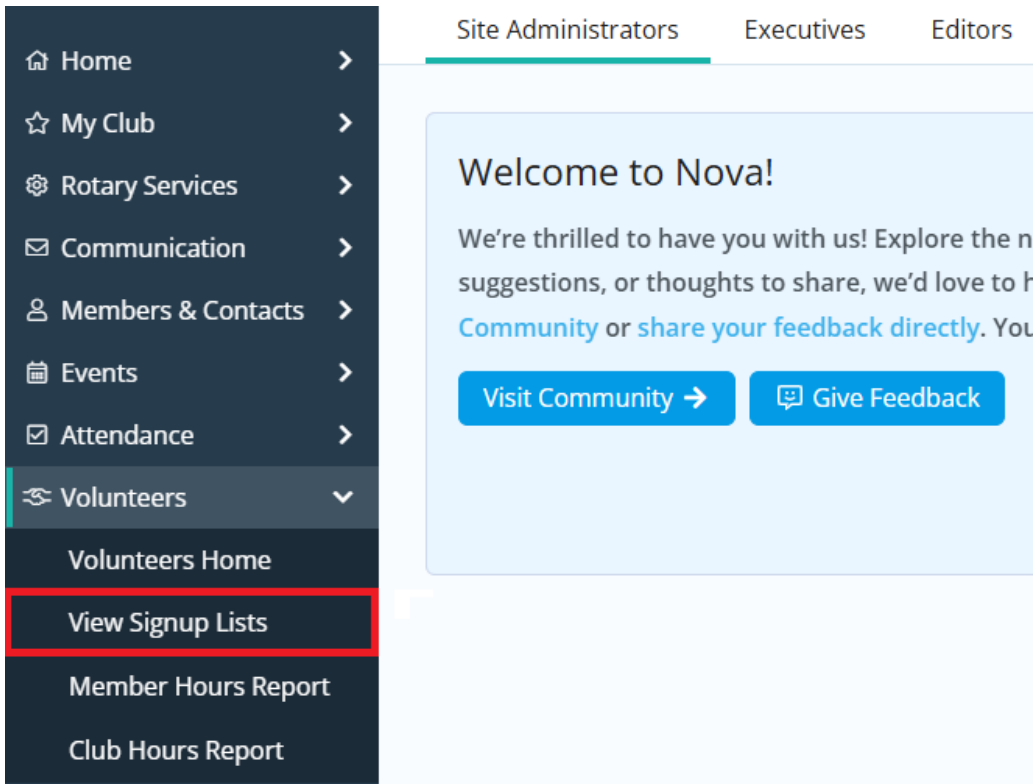
## [NOVA] How do I manage volunteer tasks for a signup list?

Michael M. - 2026-10-23 - [Volunteers](#)

ClubRunner allows you to manage and assign volunteers to various tasks. This support article will show you how to manage tasks for a created signup list.

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**.



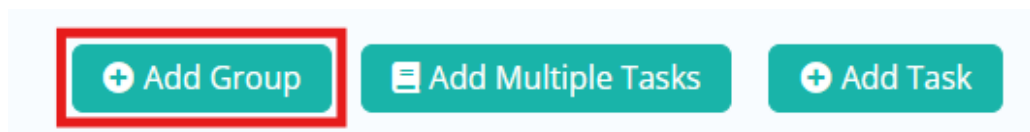
3. Click either the name of the signup list you wish to manage tasks for, or click the **Open** link in the right-hand actions column.

| <input type="text" value="Search"/> |               | <a href="#">Show Archived Signups</a> |                | <a href="#">+ Create New Signup List</a>                                                                                                              |         |
|-------------------------------------|---------------|---------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| NAME                                | START DATE    | END DATE                              | OPEN TO PUBLIC | LINKS                                                                                                                                                 | ACTIONS |
| <b>Book Drive Setup</b>             | Jun. 01, 2027 | Jun. 03, 2027                         | ✓              | <a href="#">Signup List</a> <b>Open</b> <a href="#">Settings</a>   <a href="#">Copy</a>   <a href="#">Delete</a>   <a href="#">Archive</a>            |         |
| Summer Break Volunteering           | Jul. 01, 2026 | Aug. 31, 2026                         | ✓              | <a href="#">Signup List</a> <a href="#">Open</a>   <a href="#">Settings</a>   <a href="#">Copy</a>   <a href="#">Delete</a>   <a href="#">Archive</a> |         |

4. On the following page, you can manage all of the tasks for this volunteer signup list and will see the count of how many people are required and have signed up for any listed task. You may edit or remove any existing tasks by clicking the **Edit** or **Delete** options in the right-hand Actions column, and may hold down your mouse button when clicking on the **three dots** to the left-hand side of a group or task to drag it and reorganize the list.

| DESCRIPTION     | REQUIRED | BOOKED | SHORTAGE | DATE          | START TIME               | END TIME                           | ACTIONS                                       |
|-----------------|----------|--------|----------|---------------|--------------------------|------------------------------------|-----------------------------------------------|
| ☰ June 1        |          |        |          |               | <a href="#">Add Task</a> | <a href="#">Add Multiple Tasks</a> | <a href="#">Edit</a>   <a href="#">Delete</a> |
| ☑ Venue Cleanup | 3        | 1      | 2        | Jun. 01, 2027 | 9:45 a.m.                | 10:45 a.m.                         | <a href="#">Edit</a>   <a href="#">Delete</a> |
| ☑ Table Setup   | 3        | 1      | 2        | Jun. 01, 2027 | 11:45 a.m.               | 1:45 p.m.                          | <a href="#">Edit</a>   <a href="#">Delete</a> |
| ☑ Decor         | 3        | 1      | 2        | Jun. 01, 2027 | 2:46 p.m.                | 4:46 p.m.                          | <a href="#">Edit</a>   <a href="#">Delete</a> |

5. Click the **Add Group** button at the top of the page to create another group to help organize the signup list's tasks. Enter a name for the group and click **Save** to add it to the list.



6. To add a new task, find the group you would like to add the task to and click the **Add Task** link. You also have the option to add more than one task with the **Add Multiple Tasks** link.

| DESCRIPTION        | REQUIRED | BOOKED | SHORTAGE | DATE          | START TIME               | END TIME                           | ACTIONS                                       |
|--------------------|----------|--------|----------|---------------|--------------------------|------------------------------------|-----------------------------------------------|
| ☰ June 1           |          |        |          |               | <a href="#">Add Task</a> | <a href="#">Add Multiple Tasks</a> | <a href="#">Edit</a>   <a href="#">Delete</a> |
| ☑ Venue Cleanup    | 3        | 1      | 2        | Jun. 01, 2027 | 9:45 a.m.                | 10:45 a.m.                         | <a href="#">Edit</a>   <a href="#">Delete</a> |
| ☑ Table Setup      | 3        | 1      | 2        | Jun. 01, 2027 | 11:45 a.m.               | 1:45 p.m.                          | <a href="#">Edit</a>   <a href="#">Delete</a> |
| ☑ Decor            | 3        | 1      | 2        | Jun. 01, 2027 | 2:46 p.m.                | 4:46 p.m.                          | <a href="#">Edit</a>   <a href="#">Delete</a> |
| ☰ June 2           |          |        |          |               | <a href="#">Add Task</a> | <a href="#">Add Multiple Tasks</a> | <a href="#">Edit</a>   <a href="#">Delete</a> |
| ☑ Checkout Shift 1 | 2        | 2      | -        | Jun. 02, 2027 | 9:00 a.m.                | 11:00 a.m.                         | <a href="#">Edit</a>   <a href="#">Delete</a> |

7. When adding a single task, enter the information into the fields. The task name and number of people per task are required fields, but you may also assign a date and time to the task if you wish. Click **Save** to create the task.

Group

June 1

Task Name \*

Date

Jun 01, 2027

Start Time

End Time

No. of People Per Task \*

1

No. of People Per Task should be between 1 and 25.

8. When adding multiple tasks, you will see options regarding how many tasks to create and how many people are needed per task. You may also choose to increment the created tasks by date or time.

No. of Tasks:\*

No. of Tasks Per Group should be between 1 and 25.

No. of People Per Task:\*

No. of People Per Task should be between 1 and 25.

Increment Tasks By:

☐ None, All Same ☒ Date ☐ Time

Start Date:

Increment:

 Day(s)

Specify the start and/or end time for all tasks, if applicable:

Start Time:

End Time:

9. Enter the desired settings and click **Preview** to view the tasks to be created. Review the preview and click **Save** to create this batch of tasks. Remember you may always make changes to this information later using the Edit buttons on the task list.