

# ClubRunner

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## How can volunteers edit their registration information?

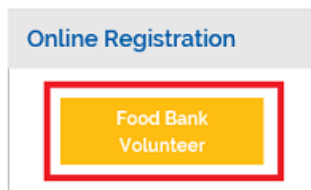
Michael C. - 2021-02-24 - Volunteers & Signups

A member who volunteered for an event can edit their volunteer registration information. They can change their email address and phone number. They can even unvolunteer or unbook. To learn more, please follow the steps below:

1. Go to the Club's website.
2. Click on the event you volunteered for.
3. You are now on the event's page. Click on the link under **Online Registration**.

### Food Bank

Contact: [Edward Smith](#)



**We are having our annual food drive on Sept 30th this year.**

**Please volunteer for this event.**

**We will be meeting at our local church.**

4. This takes you to the **Signup** page. To edit your volunteer registration information or to unvolunteer click on **Member Login**. Enter your login information and login.

## Signups for Food Bank Volunteer

Event Name: Food Bank View Event  
 Event Date: Sep 30, 2016  
 Event Location: WI  
 United States

**Group 1** (1 Task)

**Shift 1** May 31, 2016 11:00 AM - 5:00 PM 2 of 3 booked Sign Up

5. This takes you to the Signups List page. Click on your name to edit your information.

### Signups for Food Bank Volunteer

**Group 1** (1 Task)

**Shift 1** May 31, 2016 11:00 AM - 5:00 PM 2 of 3 booked Sign Up

<input type="checkbox"/>	#	Name
<input type="checkbox"/>	1	Barney Hill
<input type="checkbox"/>	2	<span style="border: 2px solid red; padding: 2px;">Sue Baker</span> <span style="float: right; color: red;">✕</span>

Unbook Selected

6. Change the email or phone field. Once done, click **Save**.

**Edit Volunteer** ✕

### Group 1

Shift 1 (May 31, 2016 11:00 AM - 5:00 PM)

Contact Information

First Name: Sue  
 Last Name: Baker  
 Email:   
 Phone:   ext.

Cancel Save

### To Unvolunteer/Unbook From a Volunteer List

1. On the Signups List page, click on the red **X**.

## Signups for Food Bank Volunteer

Group 1 (1 Task)

Shift 1 May 31, 2016 11:00 AM – 5:00 PM 2 of 3 booked Sign Up

<input type="checkbox"/>	#	Name
<input type="checkbox"/>	1	Barney Hill
<input type="checkbox"/>	2	Sue Baker

Unbook Selected

2. A confirmation window appears. Click **OK** to unbook your self from the list.

Message from webpage

Are you sure you want to unbook "Sue Baker" from "Shift 1"?

OK Cancel