

ClubRunner

Help Articles > Club Help > Club - Administration Guide > Volunteers & Signups > How can volunteers edit their registration information?

How can volunteers edit their registration information?

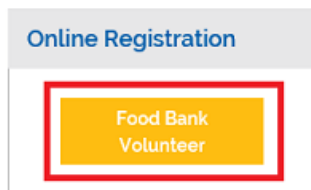
Michael C. - 2021-02-24 - Volunteers & Signups

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 out 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
 Event Date: Sep 30, 2016
 Event Location: WI
 United States

View Event

Group 1 (1 Task)

Shift 1 May 31, 2016 11:00 AM - 5:00 PM 2 of 3 booked [Sign Up](#)

- 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	Sue Baker

[Unbook Selected](#)

- 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

- 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 checked="" 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