ClubRunner

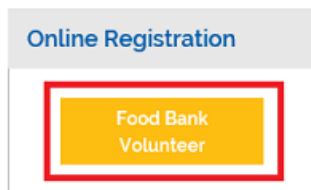## How can volunteers edit their registration information?

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**.

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.

ClubRunner

Home   Volunteer Opportunities ▾   About our Club ▾   Calendar ▾   Contact Us

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

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

☐ #	Name	
1	Barney Hill	
☐ 2	Sue Baker	✕

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: example@example.com
Phone: 🇨🇦 +1 ▾ [   ] 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

#	Name	
☐		
1	Barney Hill	
☐ 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