

# ClubRunner

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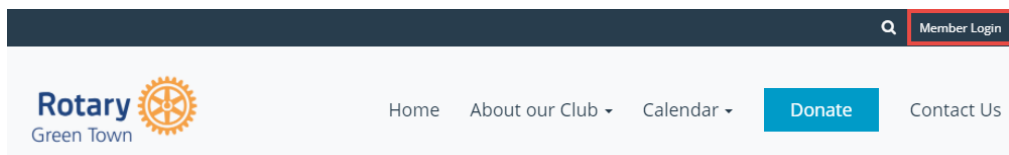
## How do I archive a volunteer list?

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

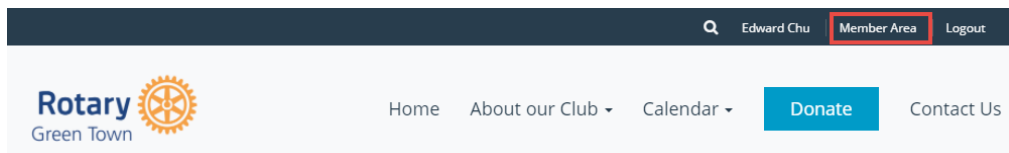
You can archive a volunteer list to make room for new volunteer signup lists. There are only so many volunteer signup lists you are allowed to have at a time. Once the signup list is archived it cannot be edited, but you can copy or restore it. To learn more about this, please follow the steps below:

**Note:** The copy and restore options are only available with the **Enhanced Volunteers**. With basic you may only restore the last volunteer list archived and copy is not an option. To learn more about **Enhanced Volunteers**, please read the article named [What's the Difference Between the Basic and Enhanced Version?](#)

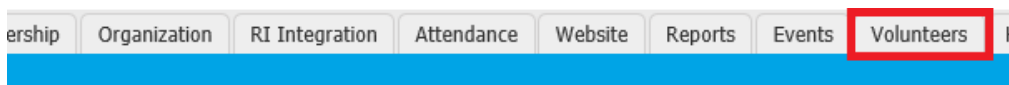
1. Please login to ClubRunner by going to the Club's website and click on the link near the top right called **Member Login**.



2. After you login, please click **Member Area** near the top right.



3. On the grey menu bar, near the top click **Volunteers**.



4. On the blue menu bar click **View Signup Lists**.



5. This takes you to the Volunteer **Signup Lists** page. By default it displays the active signup lists. Find the list you want to archive. If you cannot then you can click **Show Past Signups** to display past signup lists. Once you find the signup list you want to archive, click the **Archive** link on the right, on the same line as the signup list.

Signup Lists

Create new signup lists and manage existing lists.

Filter records:

[Show Past Signups](#) [Create New Signup List](#)

Name	Start Date	End Date	Open to Public	Links	Actions
Salvation Army Kettle	Nov 01, 2017	Dec 25, 2017	✓	Signup List	Open   Settings   Copy   Delete   Archive
Fundraiser Volunteers			✓	Signup List	Open   Settings   Copy   Delete   Archive
Micro-Volunteers			✓	Signup List	Open   Settings   Copy   Delete   Archive
Regular Meeting Duties				-	Open   Settings   Copy   Delete   Archive

Showing all 4 records

- A message will appear confirming you want to archive the signup list. Click **OK** if you want to confirm the change. This will archive the list.

admin.clubrunner.ca says:

**Warning!**

Are you sure you want to archive the [Fundraiser Volunteers] signup list?  
Once you archive, you will no longer be able to edit the signup list unless you restore it

### View Archive List

To see the archived volunteer signup lists please use the **View Archive List** page. To find out how to use this page please follow the steps below:

- To get the the archive list click **View Archived List** on the left, while in volunteers.

**Volunteers**

**Volunteers**

- ▶ Welcome
- ▶ Create New Signup List
- ▶ View Signup Lists
- ▶ View Archived List

- On the Archived Signup Lists page it displays all of the archived signup lists sorted by Archive Date by default.
  - Name** - If you click on the name of the signup list it displays the details of the signup list
  - Start Date** - The date when the list started.
  - End Date** - The date when the list ended.
  - Archive Date** - The date of when it was archived.
  - Links** - Opens a new window and displays the signup list on the website.

- **Actions**

- **View** - Displays the details of the signup list
- **Copy** - This allows you to make a new signup list as a copy of this one.  
(Enhanced Volunteers only)
- **Delete** - This deletes the signup list permanently.
- **Restore** - Allows you to move the last signup list archived from the archive back to the active signup lists page.(Enhanced Volunteers can restore any list)

#### Archived Signup Lists

*Below are all of the archived volunteer signup lists. Archived signup lists do not count towards your active signup list total and can be viewed, deleted or restored.*

Name ▼	Start Date ▼	End Date ▼	Archive Date ▼	Links ▼	Actions
Fundraiser Volunteers			Oct 27, 2017	<a href="#">Signup List</a>	<a href="#">View</a>   <a href="#">Copy</a>   <a href="#">Delete</a>   <a href="#">Restore</a>

#### Related Content

- [How do I link a signup list to an event?](#)
- [How do I copy a volunteer signup list?](#)
- [What is the difference between the basic and enhanced volunteer module?](#)
- [How do I create a new volunteer signup list?](#)