

# ClubRunner

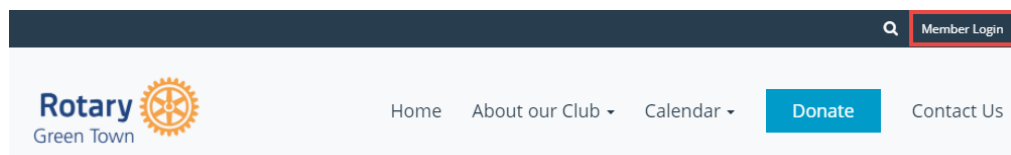
Help Articles > Club Help > Club - Administration Guide > Volunteers & Signups > How do I manage volunteer tasks?

## How do I manage volunteer tasks?

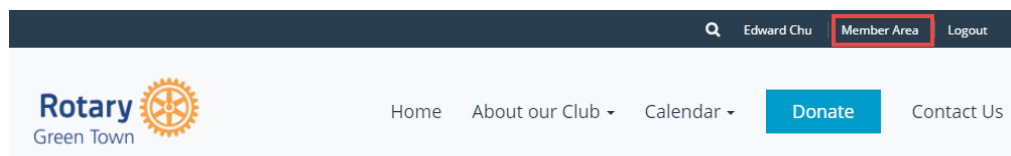
Michael C. - 2021-02-24 - Volunteers & Signups

ClubRunner allows you to manage and assign volunteers to various tasks. To access these volunteer tools, you'll need to log in to your member account.

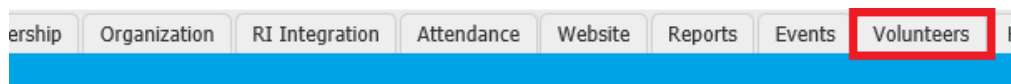
1. Click **Member Login** at the top right of your club's webpage.



2. Enter your login details, and then click **Member Area** at the top right of the page that appears.



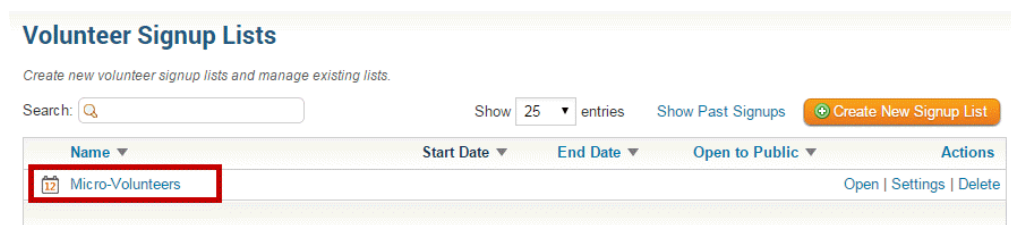
3. You will see a number of tabs along the top. Click on **Volunteers**.



4. Now, click on **View Signup Lists**.



5. Click on the volunteer list for which you wish to edit.



6. You are now on the **Manage Volunteer Tasks** screen, where you can manage all of the tasks for the Volunteer Signup Lists. From here you can **Add**, **Edit**, or **Delete** any of the tasks. You also see the People per Tasks (Required column) and how many people have booked that task (Booked column).

## Manage Volunteer Tasks for Micro-Volunteers

Drag and drop tasks to change their sequence and groupings.

Manage Volunteers

Add Group

Add Multiple Tasks

Add Task

Collapse All

Description	Required	Booked	Shortage	Actions
▶ Group 1				Add Task   Add Multiple Tasks   Edit   Delete
Call inactive members	1	1	-	Edit   Delete
Click to plant trees	2	0	2	Edit   Delete

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

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▶ Group 1							Add Task   Add Multiple Tasks   Edit   Delete
Call inactive members	1	1	-				Edit   Delete
Click to plant trees	2	0	2				Edit   Delete
▶ Non-Member Tasks							Add Task   Add Multiple Tasks   Edit   Delete
Food Drive	1	0	1	Jan 01, 2015			Edit   Delete

- To modify or change an existing task, click on the **Edit** link under the **Actions** column.

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Click to plant trees	2	0	2				Edit   Delete
▶ Non-Member Tasks							Add Task   Add Multiple Tasks   Edit   Delete
Food Drive	1	0	1	Jan 01, 2015			Edit   Delete

- To delete an existing task, click on the **Delete** link under the **Actions** column.

## Manage Volunteer Tasks for Micro-Volunteers

Drag and drop tasks to change their sequence and groupings.

[Manage Volunteers](#) [+ Add Group](#) [← Add Multiple Tasks](#) [+ Add Task](#)

Collapse All

Description	Required	Booked	Shortage	Date	Start Time	End Time	Actions
▶ Group 1							Add Task   Add Multiple Tasks   Edit   <b>Delete</b>
Call inactive members o	1	1	-				Edit   Delete
Click to plant trees	2	0	2				Edit   Delete
▶ Non-Member Tasks							Add Task   Add Multiple Tasks   Edit   Delete
Food Drive	1	0	1	Jan 01, 2015			Edit   Delete

### Adding a New Group

1. To add a new volunteer task group, click on the **Add Group** button in the top right corner.

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2. Enter a name for the new volunteer group in the field provided. This field is mandatory.

### Add a Volunteer Group

Provide group details

\* Group Name:

[Cancel](#) [Save](#)

3. Click on the **Save** button to create your group, or **Cancel** to discard it.

### Add a Volunteer Group

Provide group details

\* Group Name:

[Cancel](#) [Save](#)

## Adding a New Task

1. To create a new volunteer task, click on the **Add Task** button at the top right.

Drag and drop tasks to change their sequence and groupings.



Collapse All

Description	Require	Booked	Shortage	Date	Start Time	End Time	Actions
▶ Group 1							Add Task   Add Multiple Tasks   Edit   Delete
Call inactive memb	1	1	-				Edit   Delete
Click to plant trees	2	0	2				Edit   Delete

2. Enter the needed information in the fields presented. Note that **Task Name** and **Number of People** are required fields.

- **Group:** This is the group you want to add the task to. Click on the group dropdown to select a different group.
- **Task Name:** The name of the task being created.
- **Date:** The date that the task is effective.
- **Start Time:** \*Optional\* - Choose a time for when this new task should begin.
- **End Time:** \*Optional\* - Choose a time for when this new task should end.
- **Number of People:** How many volunteer slots are available for this task

### Add Task

Details

Group:

**Task Name:**  \*

Date:

Start Time:

End Time:

**No. of People Per Task:**  ? \*

No. of People Per Task should be between 1 and 10.

Save

3. Click on the **Save** button to add your new task.

## Add Task

Details

Group:

Task Name:  \*

Date:

Start Time:

End Time:

No. of People Per Task:  \*

No. of People Per Task should be between 1 and 10.

### Adding Multiple Tasks

1. Click on the **Add Multiple Tasks** button on the top right corner.

*Drag and drop tasks to change their sequence and groupings.*

Collapse All

Description	Require	Booked	Shortage	Date	Start Time	End Time	Actions
▶ Group 1							Add Task   Add Multiple Tasks   Edit   Delete
Call inactive memb	1	1	-				Edit   Delete
Click to plant trees	2	0	2				Edit   Delete

2. Populate the fields for the multiple tasks. Note that **Task Name**, **Group Name**, **Number of Tasks** and **Number of Volunteers per Task** are all required fields.
  - **Task Name:** These are the names of the Multi Tasks being created.
  - **Group:** The group that the tasks will be added to. If set on **Create New Group** then a new Group Name field will appear requiring you to populate the Group Name.
  - **Group Name:** If Group is set to: Create New Group then this field will appear as a required field for you to enter a new Group Name.
  - **Number of Tasks:** How many tasks will be created.
  - **Number of Volunteers per Task:** How many volunteers' slots are available per task defined.

## Add Multiple Tasks

Details

**Task Name:**  \*


**Group:**


**No. of Tasks:**  \*  
No. of Tasks should be between 1 and 10.


**No. of People Per Task:**  \*  
No. of People Per Task should be between 1 and 10.

**Increment Tasks By:**  None, All Same  Date  Time

Specify any of the following optional information:

**Date:**  

**Start Time:**  

**End Time:**  

[Preview](#)

3. Next, set up the task incrementation, using the **Increment Tasks By** options:
- **None, All Same:** Indicates that the tasks being created do not need an increment as they will all be at the same date and time.
  - **Date:** The date when the tasks will be held. Click on the calendar icon to bring up a mini calendar to select the date.
  - **Start Time:** The time when the tasks will begin. Click on the time icon to set the time.
  - **End Time:** The time when the tasks will conclude. Click on the time icon to set the time.
  - **Preview:** Click on the Preview button to see a sample of the multiple tasks that will be created:

## Add Multiple Tasks

Details

**Task Name:**  \*


**Group:**


**No. of Tasks:**  \*  
*No. of Tasks should be between 1 and 10.*


**No. of People Per Task:**  \*  
*No. of People Per Task should be between 1 and 10.*

**Increment Tasks By:**  None, All Same  Date  Time

Specify any of the following optional information:

**Date:**  

**Start Time:**  

**End Time:**  

4. If everything looks correct, click **Preview** to view the tasks you've created. Then, click **Save**.


Task Name	Date	Start Time	End Time	No Of Volunteers
<input checked="" type="checkbox"/> Food Drive Volunteer 1				1
<input checked="" type="checkbox"/> Food Drive Volunteer 2				1
<input checked="" type="checkbox"/> Food Drive Volunteer 3				1



### How to Increment Tasks by Date

- When incrementing a task by date, you must provide the following details:
  - Date:** Indicates that the tasks being created will increment based on days.
  - Start Date:** The first date when the first task will be held. All other task dates will be based on the increment field specified. Click on the calendar icon to bring up a mini calendar to select the date(s).
  - Increment:** The amount the **Task Start Date** will increase by.
  - Start Time:** The time when the tasks will begin, applicable to all tasks. Click on the time icon to set the time.
  - End Time:** The time when the tasks will conclude, applicable to all tasks. Click on the time icon to set the time.
  - Preview:** Click on the Preview button to see a sample of the multi tasks that will be created:


Increment Tasks By:


None, All Same  Date  Time

**Start Date:** Dec 27, 2014  \*

Increment: 1   Day(s)

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


**Start Time:** 06:00 PM 

**End Time:** 08:00 PM 

2. If everything looks correct click **Save** to create the multiple tasks.


### How to Increment Tasks by Time


1. When incrementing a task by time, you must provide the following details:



- **Time:** Indicates that the tasks being created will increment based on Hour(s) and/or Minute(s).
- **Start Date:** The first date when the first task will be held. All other task dates will be based on the increment field specified. Click on the calendar icon to bring up a mini calendar to select the date(s).
- **Start Time:** The time of the first task. All other tasks will use the increment to determine their start times. Click on the time icon:  to set the time.
- **Increment - Hour(s):** Indicates the amount of hours that will be added to the subsequent tasks.
- **Increment - Min(s):** Indicates the amount of minutes that will be added to the subsequent tasks.
- **Preview:** Click on the Preview button to see a sample of the multi tasks that will be created:



Increment Tasks By:

None, All Same  Date  Time

**Start Date:** Dec 26, 2014  \*

**Start Time:** 6:00 PM  \*

Increment: 1   Hour(s)

0   Min(s)

2. If everything looks correct, then click **Save** to create the multiple tasks.