

ClubRunner

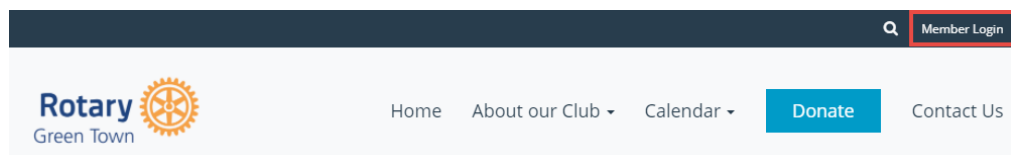
Help Articles > Club Help > Club - Administration Guide > Volunteers & Signups > How do I manage volunteer tasks?

How do I manage volunteer tasks?

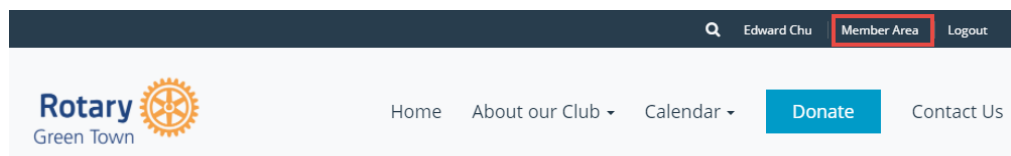
Michael C. - 2021-02-24 - Volunteers & Signups

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.

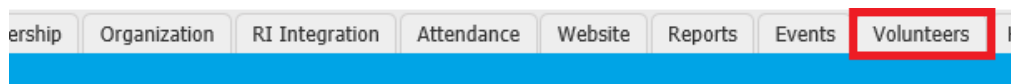
1. Click **Member Login** at the top right of your club's webpage.



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



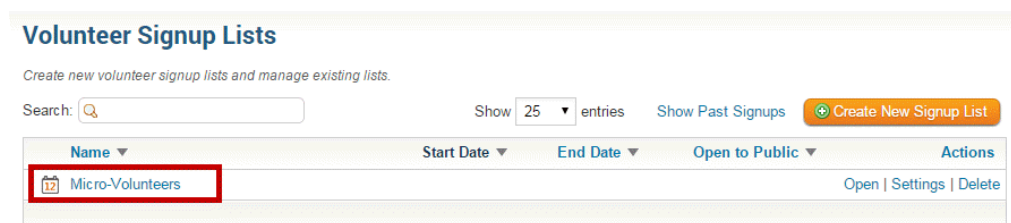
3. You will see a number of tabs along the top. Click on **Volunteers**.



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.

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 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.

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 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 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 Delete
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.

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 Delete
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

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: 

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



- 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.