

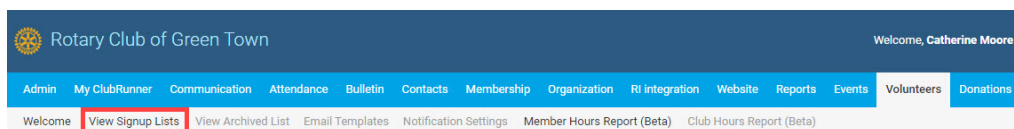
How do I sign up for a Volunteer Signup list?

Robin N. - 2023-01-24 - Events & Volunteers

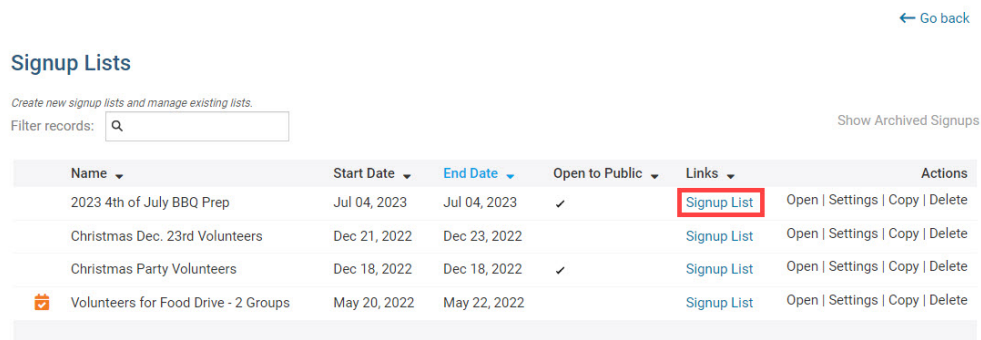
When logging into your club's ClubRunner website, you can sign up for any volunteer signup lists.

Use the steps below to sign up for a task in your club's volunteer signup lists:

1. To access the Volunteer Signup Lists, you must go to your club homepage and log in. To login, click the the **Member Login** link near the top right.
2. After you enter your login name and password it will return you back to the Club's homepage. Click **Member Area** near the top right.
3. Click on **Volunteers** in the navigation menu, then click **View Signup Lists**.



4. This will take you to the **Signup Lists** page. Click the **Signup List** link for the event you are volunteering for.



5. Once you open the **Signup List** page for the event you are volunteering for, you will see all the different volunteering groups, tasks and slots you can sign up for.

Signups for 2023 4th of July BBQ Prep



Welcome, **Catherine Moore** (Not you? [Click here](#) to sign in).

Cooking Duties (2 Tasks)	
BBQ Grill Prep 1 🕒 Apr 24, 2023 1:00 PM - 4:00 PM	0 of 2 booked 👤 Sign Up
# Name _____	No Signups
Desert Prep 🕒 Apr 24, 2023 1:00 PM - 2:00 PM	0 of 2 booked 👤 Sign Up
# Name _____	No Signups
Set-Up/Clean-Up (2 Tasks)	
Clean-up Tables 🕒 Jul 04, 2023 8:00 PM - 9:00 PM	0 of 2 booked 👤 Sign Up
# Name _____	No Signups
Set-Up Tables 🕒 Jul 04, 2023 11:00 AM - 12:00 PM	0 of 2 booked 👤 Sign Up
# Name _____	No Signups

6. Find the task you would like to sign up for, then click the green **Sign Up** button.

Cooking Duties (2 Tasks)	
BBQ Grill Prep 1 🕒 Apr 24, 2023 1:00 PM - 4:00 PM	0 of 2 booked 👤 Sign Up
# Name _____	No Signups
Desert Prep 🕒 Apr 24, 2023 1:00 PM - 2:00 PM	0 of 2 booked 👤 Sign Up
# Name _____	No Signups
Set-Up/Clean-Up (2 Tasks)	
Clean-up Tables 🕒 Jul 04, 2023 8:00 PM - 9:00 PM	0 of 2 booked 👤 Sign Up
# Name _____	No Signups
Set-Up Tables 🕒 Jul 04, 2023 11:00 AM - 12:00 PM	0 of 2 booked 👤 Sign Up
# Name _____	No Signups

7. Once you have clicked **Sign Up**, a popup will appear to add the volunteer information. In the **Member Type** options to click **My Guest**, to register your guest as a volunteer, or **Myself**, to register yourself.

Book Volunteer

Cooking Duties

BBQ Grill Prep 1 (Apr 24, 2023 1:00 PM – 4:00 PM)

New Volunteer Information

Member Type * My Guest Myself

First Name * Catherine

Last Name * Moore

Email spevensie@example.com

Phone +1 ext.

* indicates a required field.

Cancel Save

Note

When adding a Guest to a Volunteer Signup List, you will need to check the **'I received consent from this individual...'** checkbox at the bottom of the Book Volunteer pop-up to save their information into your club's database. This checkbox is for ClubRunner GDPR Compliance. [Learn more about ClubRunner and GDPR from this page on our website.](#)

8. Enter the volunteer information, then click the orange **Save** button.

Book Volunteer

Set-Up/Clean-Up

Clean-up Tables (Jul 04, 2023 8:00 PM - 9:00 PM)

New Volunteer Information

Member Type * My Guest
 Myself

First Name *

Last Name *

Email

Phone ext.

* indicates a required field.

Cancel

After clicking **Save**, navigate back to the Signup List, and you will see that your information, or your guest information has been saved.

Signups for 2023 4th of July BBQ Prep



Welcome, **Catherine Moore** (Not you? [Click here](#) to sign in).

● Cooking Duties (2 Tasks)

☰ BBQ Grill Prep 1 ⌚ Apr 24, 2023 1:00 PM - 4:00 PM 1 of 2 booked [Sign Up](#)

Name

1 Miss Catherine Moore ✖

☰ Desert Prep ⌚ Apr 24, 2023 1:00 PM - 2:00 PM 0 of 2 booked [Sign Up](#)

Name

No Signups

● Set-Up/Clean-Up (2 Tasks)

☰ Clean-up Tables ⌚ Jul 04, 2023 8:00 PM - 9:00 PM 0 of 2 booked [Sign Up](#)

Name

No Signups

☰ Set-Up Tables ⌚ Jul 04, 2023 11:00 AM - 12:00 PM 0 of 2 booked [Sign Up](#)

Name

No Signups