

CLUBRUNNER

Creating and Adding a Volunteer List Link to the Spruce Meadows

Created using Internet Explorer – other browsers should be similar

Log into Clubrunner, select Member Area at top right to go to Admin page

You'll need 3 browser windows/tabs

The Spruce Meadows page with the events, and Signup lists listed

Click on The Spruce Meadows Widget/Box (parking vest image or words) on the right side below the Menu Bar

- a new tab will open showing the Spruce Meadows page and Signup List links

- this is where the NEW link will be displayed



The Volunteers Signup List page

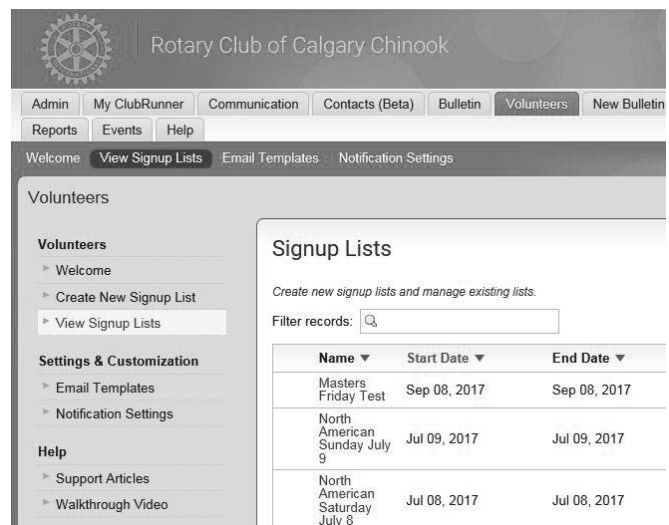
Click on

Member Area on top right menu to go to the

Admin page

Volunteers

View Signup Lists



You'll Need This procedure later

Scroll down page to the List you want to Link

Right Click on the List you want, Select Copy Shortcut



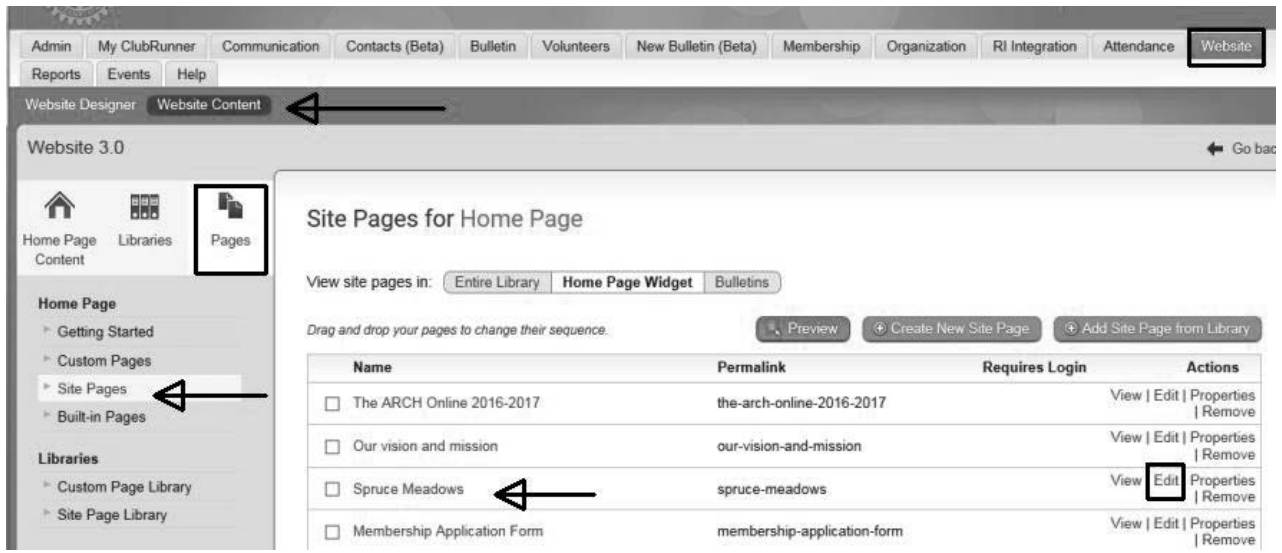
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The Website Content page

Open the 3rd browser window or tab by right clicking and selecting 'Home' at top right

Click on Member Area on top right menu to go to the Admin page

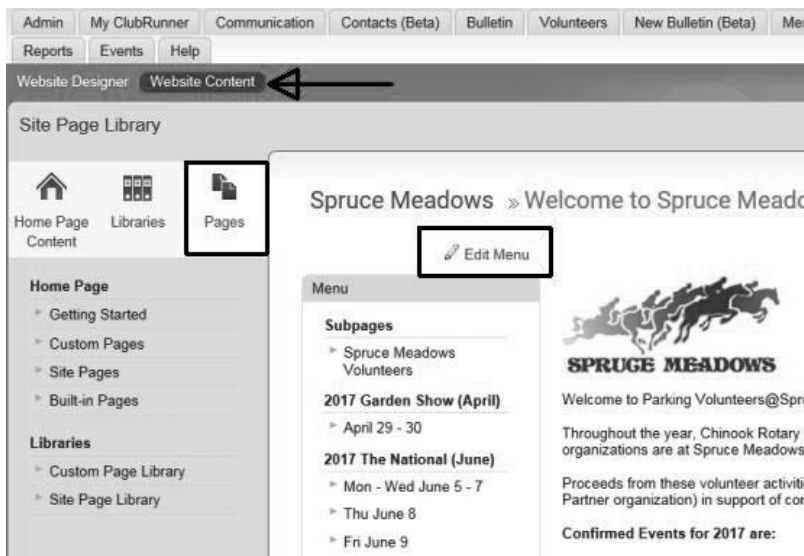


Click on

Website then Website Content then Pages then Site pages

Go to Spruce Meadows page on list

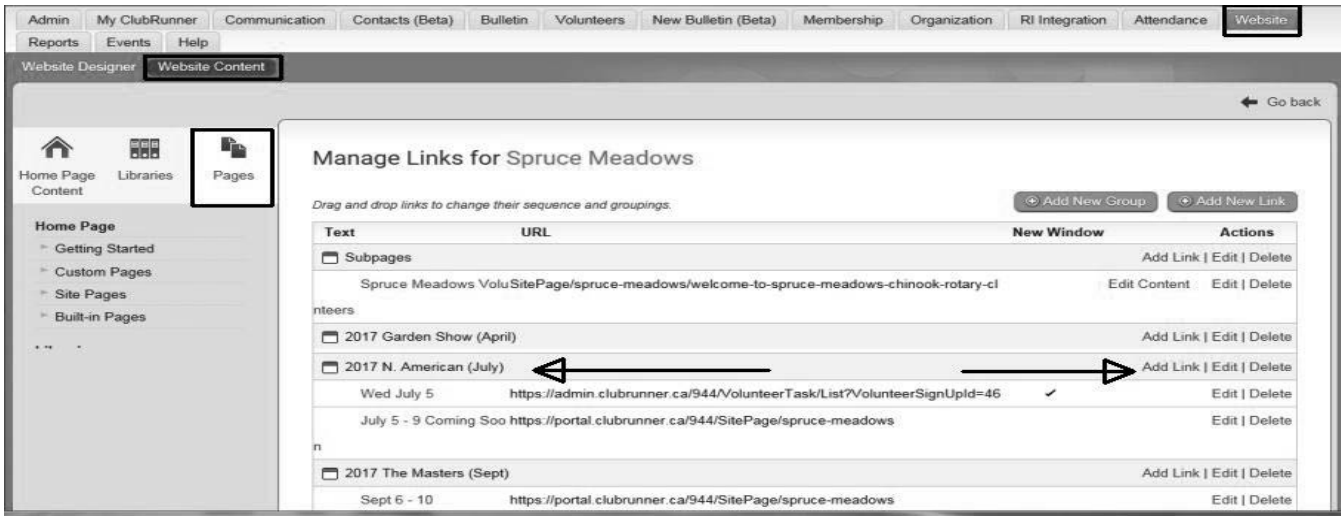
Click edit



Click Edit Menu (left side of page layout)

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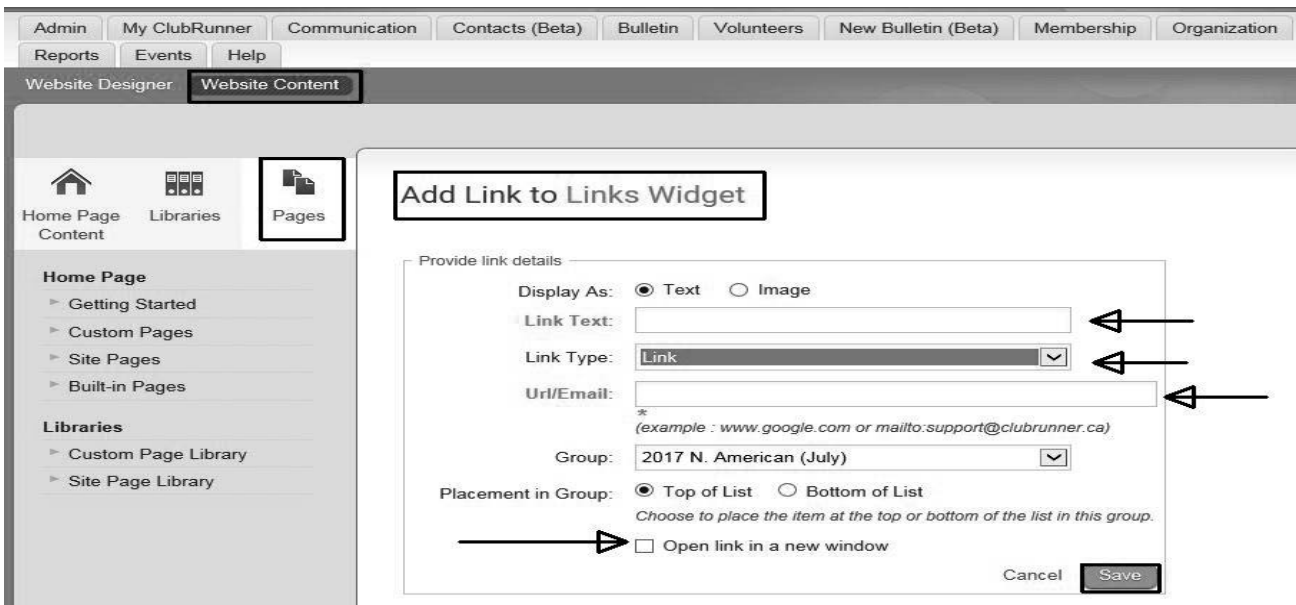


Manage Links for Spruce Meadows page

Click Add Link in the Group you want

(or Edit if you later want to change how it appears)

Complete the Link Detail Box



Link Text = List Date (ie Wed July 05)

Link Type = Link (from pull down menu)

Return to the Volunteer Signup List tab at the bottom of page 1

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Return to the Volunteer Signup List tab instructions at the bottom of page 1

Scroll down page to the List you want to Link

Right Click on the List you want, Select Copy Shortcut

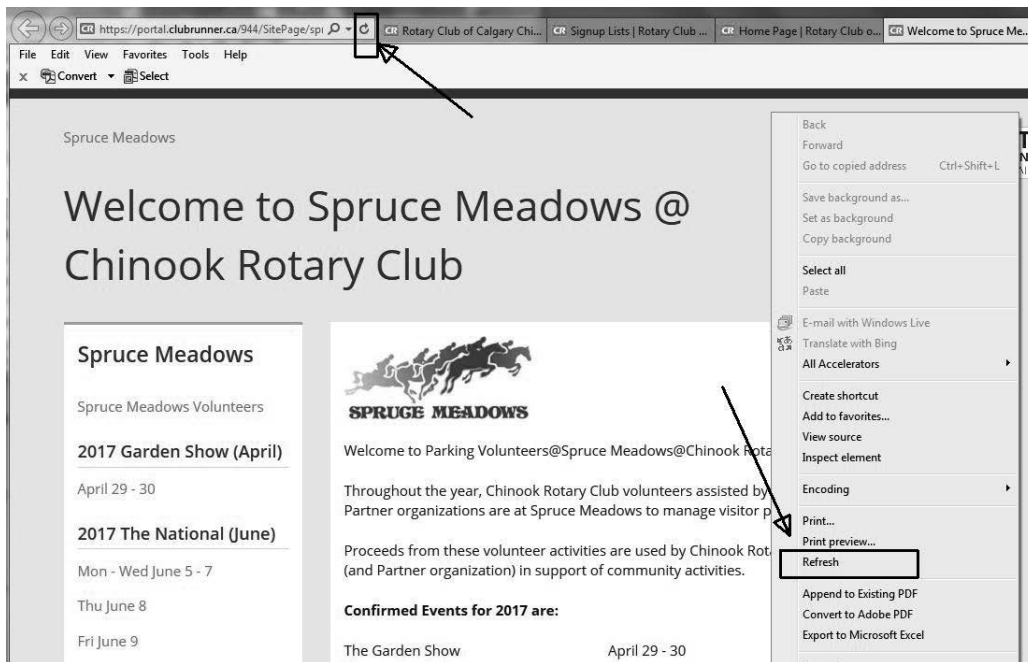
Return to the **Link Detail page**, insert mouse cursor in URL/email space

Right Click on mouse and select Paste

Click on Open in new window option in Link Details box

Click Save at bottom right

Return to the The Spruce Meadows page with the events, and Signup lists listed



click on the **Refresh icon** on your browser address section

(or **Right Click anywhere on the page and select Refresh** from the context menu that appears)

The Link on the Spruce Meadows page should take you to the Signup List you want

If not, review the steps especially the copy/pasting of the link