

Creating EVENTS on ClubRunner

- From the main menu, select **Events**
- **Cloud Events** – Public events with signups, purchases, etc.
- **Speakers** – Schedule of speakers with brief bios
- **Calendar Events** – Simple calendar entries; can include links

Refer to [ClubRunner Support and Knowledge Base](#) for detailed instructions on creating events.

NOTES

- **Calendar and Speakers** will be automatically refreshed on our main page.
 - **Volunteer Signup and Member Events** sections must be manually updated to appear here.
 - Create a Volunteer record (see below) for volunteer signups with or without events.
 - Purchase of items are linked from another system until the board decides to use ClubRunner payment processing.
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Procedure: Creating Volunteer Signups on ClubRunner

1. Log in to ClubRunner - From the main menu, select **Volunteers**.
 2. Click on **View Volunteer Signups** -Click **Create New Signup** to start a new volunteer opportunity.
 3. Complete the details:
 - Mark the signup as **OPEN to the Public** *if you want it visible to everyone*.
 - Link the volunteer signup to an existing **Event** if applicable.
 - Define the **Default Tasks**, including the start date and time for each task.
 4. Review all information and click **Save** to finalize the volunteer signup.
 5. **Add the new Volunteer Signup or Member Event to the home page widget.**
Gerri, Maria, Angela, and Jolene can do this for you.
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