Manage Existing Signup Events

Quick Start Guide · https://ivolunteer.com/support-docs/manage-existing-signup-events/

For each signup Event, you can configure notifications, track progress, send reminders, make design changes, manage signups, and more. Most of these settings appear in the New Event Wizard, and each template helps you choose the right options for your sign ups. However, these settings are still available even after you activate your Event.

NOTE: An administrator's role determines which management features are visible to them.

Click a link below to learn how to:

- Review and edit your Event settings for layout, display, custom prompts, and notification preferences
- Add and edit signup Task areas
- Add, manage, and remove participants
- Schedule and send emails to your participants (or edit scheduled emails)
- Set up and run Event reports

Have more questions? Browse our Administration Help or email us at support@ivolunteer.com.