

ClubRunner

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How do I enter in a comped or free registration?

Omar Solomah - 2021-04-08 - MyEventRunner

On certain occasions you will need to enter in a comped or free registration for a guest or special person that does not need to pay for the registration.

Please follow the outlined steps below to accomplish this task on MyEventRunner:

1. Login to **MyEventRunner** and **Open** the event
2. Click on **Add Registration**.

Note: If you are registering a member that exists in the database, you can start by searching for their member profile. Otherwise, click on the **Add New Registration** link.

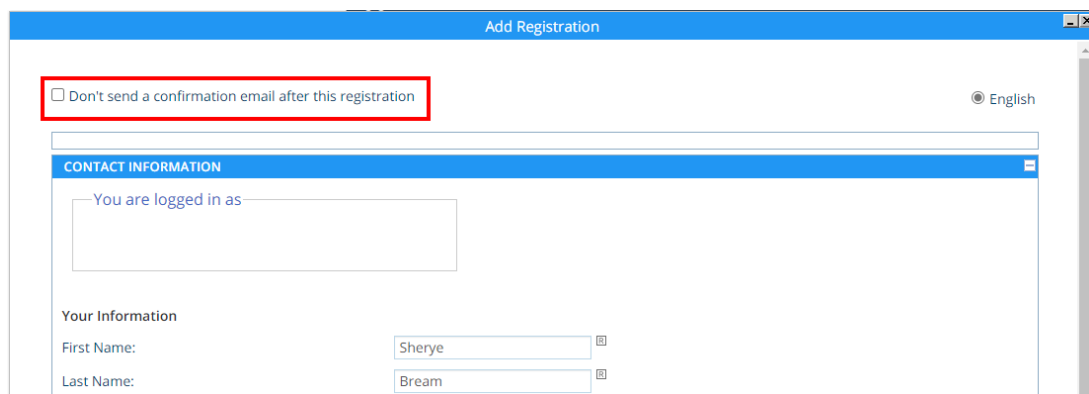
Current Event

[Dashboard](#)

[Setup](#)

[Add Registration](#)

3. On the first page, select the registrant for this registration
4. After selecting the registrant, a new window will appear - make sure to select the checkbox at the top to NOT send a confirmation email (which would show the \$ value of the registration, causing confusion)



4. Continue through the registration as normal, selecting each package and option the registrant would like
6. After the registration is done, click **View Registrations** and open up the new registration.

Registrations

[View Registrations](#)

[View Attendees](#)

[View Payments](#)

[Prepare Name Tags](#)

7. Under Order Details, click on **Adjust Registration Fees**

Order Details [Edit Package & Add-ons](#)

Qty	Description	Price	Total
Sherye Bream			
1	Package - Package	25.00	25.00
			Total: 25.00

[Adjust Registration Fees](#)

8. Enter the \$0.00 (or any new amount) into the **Amount** field. A reference number is required as well.

Adjust Registration Fee

Type of Adjustment: Discount Extra charge

Amount:

Fed Tax %

State Tax %

Reference No.:

Description:

5. When finished, click **Save**.

Adjust Registration Fee

Type of Adjustment:

Discount Extra charge

Amount:

Fed Tax %

State Tax %

Reference No.:

Description:

Save

Cancel