ClubRunner

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How do I enter in a comped or free registration?

Omar S. - 2022-11-07 - 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)

			Add Registratic	n		<u> ×</u>
[□ Don't send a confirmation email after this registra	tion			English	^
	CONTACT INFORMATION				=	
	You are logged in as					
	Your Information					- 1
	First Name:	Sherye		E		- 1
	Last Name:	Bream		R		- 1

5. 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 l	Details				
		Edit Pac	Edit Package & Add-ons		
Qty	Description	Price	Total		
Sherye Bream					
1	Package -	25.00	25.00		
	Package		Total: 25.00		
	Adjust Registration Fees		101011 20100		

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 Adjustmen	it:	Discount O Extra charge		
Amount:			R	
		Fed Tax	%	
		State Tax	%	
Reference No.:			R	
Description:				
	Save	Cancel	~	

9. When finished, click Save.

Adjust Registration Fee

