ClubRunner

How do I enter in a comped or free registration?

Omar S. - 2022-11-07 - MyEventRunner

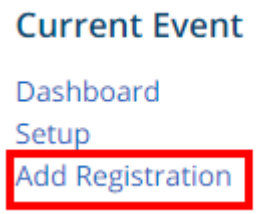
On certain occasions you will need to enter in a comped or free registration for a guest or special person that does not need to pay for the registration.

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

1. Login to **MyEventRunner** and **Open** the event

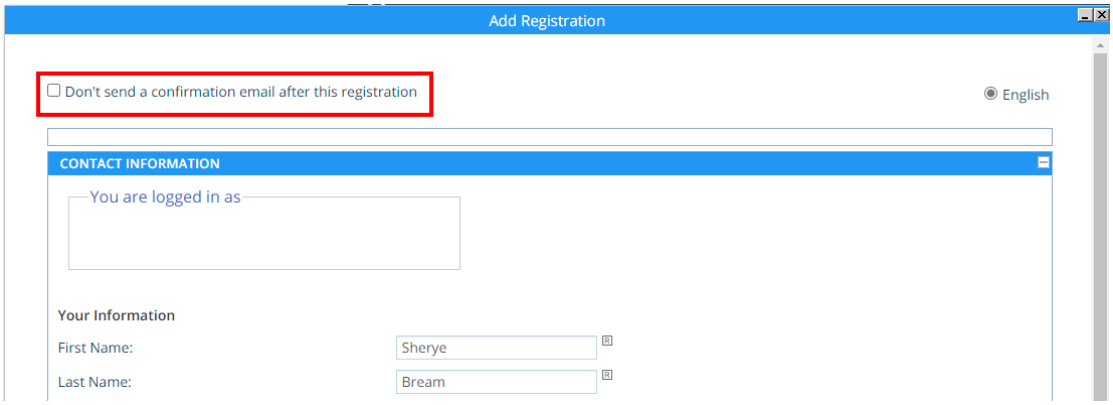
2. Click on **Add Registration**.

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.



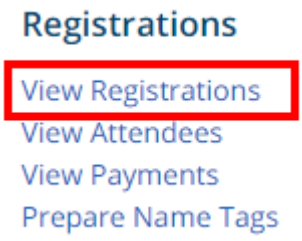
3. On the first page, select the registrant for this registration

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)



5. Continue through the registration as normal, selecting each package and option the registrant would like

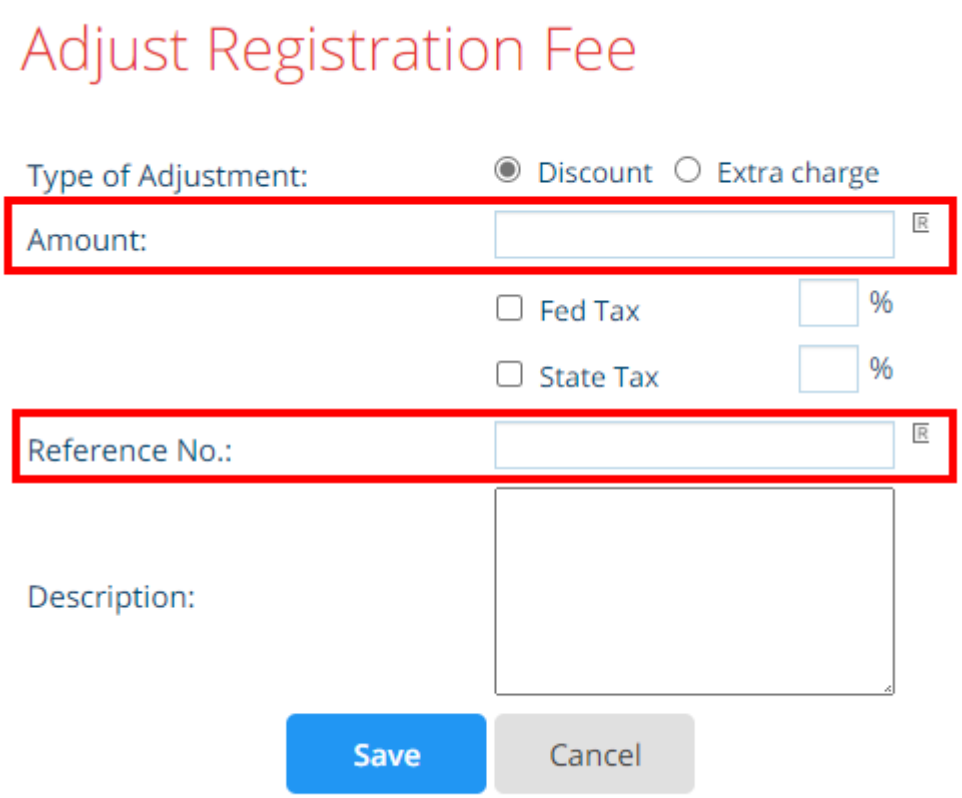
6. After the registration is done, click **View Registrations** and open up the new registration.



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



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



9. When finished, click **Save**.

Adjust Registration Fee

