### ClubRunner

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## How do I pay for an event with a check/credit card? (District)

Zach W. - 2021-04-16 - Events & Calendar

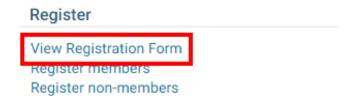
**Event Planner** permits you to make registration payments by credit card or check, and also lets you track payments made in person by cash.

**Note:** If the District is making use of the **Online Payment & eCommerce** module then you can pay for events online with credit card. If the district is not setup with this module, the only payment option available is payment by check. To find out more, **click here**.

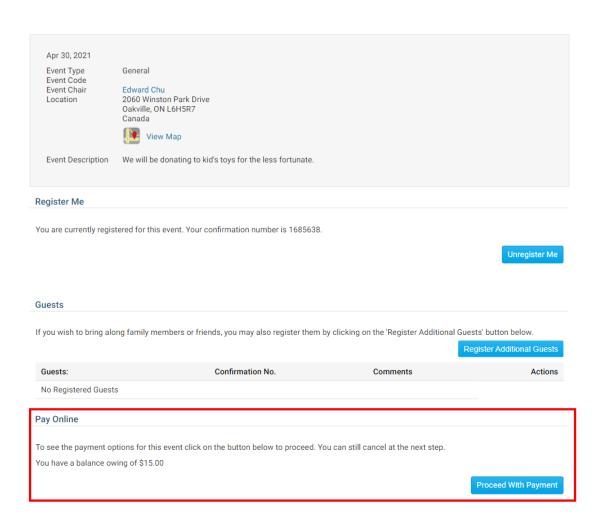
- 1. To access **Event Planner**, you must go to the District homepage and log in. Then, click on **Member Area** near the top right.
- 2. Along the top of the screen you will see several tabs. Click on the **Events** tab on the grey menu bar.
- 3. Then, click Event Planner on the blue menu bar.
- 4. You are now in **Event Planner.** Select the event you wish to pay for and click on the name.

# Event S All Upcoming Events Event Date ▲ Event Name Active Location Event Chair Actions Apr 30, 2021 Toys for Tots ✓ View Map Edward Chu Open | Delete | Copy

5. On the Event's page, click View Registration Form under the Register heading.



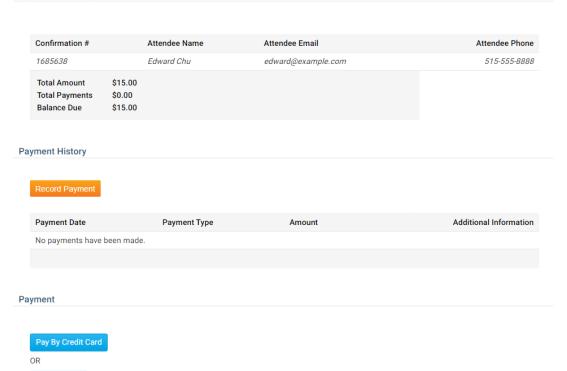
6. At the bottom of the next page, you'll see a section labelled **Pay Online**.



7. Click the button labelled **Proceed with Payment**. You are taken to a screen where you can view your outstanding payments, if any, and view your payment history. Let's look at each section in turn.

#### **Payment Summary**

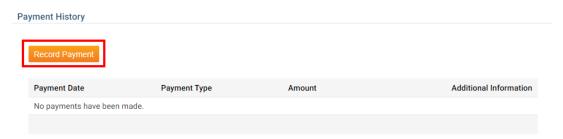
Pay by check



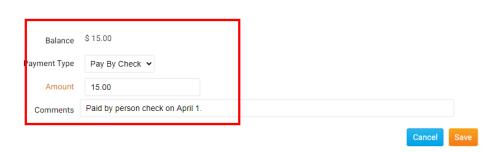
8. The section titled **Payment Summary** details your confirmation number, name, email address and phone number. It also itemizes your due payments and provides a total.

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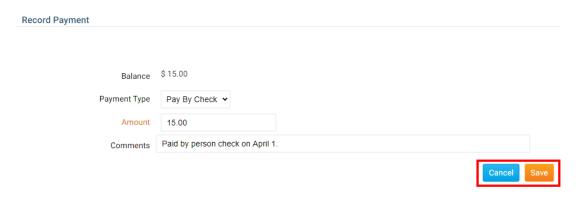
9. The section titled Payment History displays the history of payments you've made for an event, if any. If you are the event chair, you can record a payment simply my clicking on the **Record Payment** button.



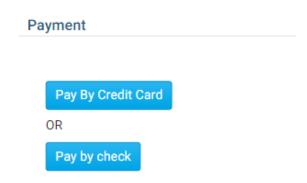
10. If you are the event chair, you can click **Record Payment** to make note of payments made in person by members. When you click this button, you can enter the amount paid, and the **Payment Type**, whether check or cash. You can also make notes about the transaction, if needed, in the **Comments** field.



11. Click **Save** to record the payment, or **Cancel** to discard it. When the payment has been made you will see a record of the transaction in the **Payment History** table.



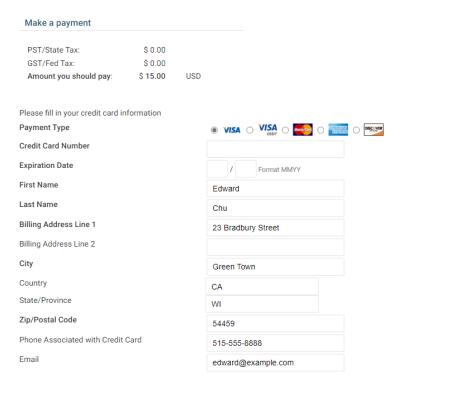
12. Finally, the Payment section allows you to select your online payment methods - credit card or cash. If either of these options have not been activated by the event chair, the buttons will be inactive. If both are inactive, payments cannot be made online. Credit card payments can only be accepted if your club is making use of the **Online Payment & eCommerce** module.



13. When you click on **Pay by Credit Card**, you are a taken to screen where you can enter your credit card details in the fields provided. When you have finished entering this information, click the **Submit** button at the bottom of the screen.

**Note**: Credit card information is sent securely to our partnered merchant providers. Upon successfully completing the transaction, you receive an email with an order and confirmation number. **ClubRunner does NOT have access to this information** 

#### **Toys for Tots**



 $14. \ When you click \ \textbf{Pay by Check}, a custom \ message \ appears, \ detailing \ how \ to \ pay \ by \ check.$ 



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