ClubRunner

How do I pay for an event with credit card or check?

Mickey D. - 2021-12-10 - Events & Volunteers

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

Note: If your club is making use of the **Online Payment & eCommerce** module then you can pay for events online with your credit card. If the club is not setup with this module, the only payment option available is payment by check. To find out more, **click here** if your club is in the United States. **Click here** if your club is in Canada. **Click here** if you are in Australia. These links will open in a new window.

1. To access the **Events** feature, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.

2. Along the top of the screen you will see several tabs. Click on the **Events** tab on the far right of the top toolbar.

3. At the left side of the screen, options will appear. Click on **Event Planner**.

4. You are now on the **Events** page. Select an event and click on the name.

Events

Create A New Event

All Upcoming Events

View All Events

Event Date ▲	Event Name	Active	Location	Event Chair	Actions
Dec 15, 2021	Christmas Party	✅	Mapleview Centre	Kevin Turner	Open Delete | Copy

5. On the Event Services page, click **View Registration Form** under the **Register** heading.

Registration

Registered for this event: 2 People   This is a MEMBER ONLY event   **Edit Registration Options**
Registrations are enabled from Nov 05, 2021 to Dec 15, 2021

Reports

Registered Attendees (Summary)
Registered Attendees (Detail)
Alphabetical List of Attendees

Download Attendees List

Download Payment Report

Club Registration Status Report

Prepare name tags

Register

View Registration Form
Register members
Register members from other clubs
Register non-members

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

Register Me

You are currently registered for this event. Your confirmation number is 1857962.

See Who Else is Registered

Unregister Me

Guests:

If you wish to bring along family members or friends, you may also register them by clicking on the 'Register Additional Guests' button below.

Register Additional Guests

Guests:	Confirmation No.	Comments	Actions
Peter Parker	1857963		

Pay Online

To see the payment options for this event click on the button below to proceed. You can still cancel at the next step.

You have a balance owing of $20.00

Proceed With Payment

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

Confirmation #		Attendee Name	Attendee Email	Attendee Phone
1857962		Aaron Aaronson	zachery.woods@doxess.com	
1857963		Peter Parker		

Total Amount	$20.00
Total Payments	$0.00
Balance Due	$20.00

Payment History

Record Payment

Payment Date	Payment Type	Amount	Additional Information
No payments have been made.			

Payment

Pay By Credit Card

OR

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.

Payment Summary

Confirmation #		Attendee Name	Attendee Email	Attendee Phone
1857962		Aaron Aaronson	zachery.woods@doxess.com	
1857963		Peter Parker		

Total Amount	$20.00
Total Payments	$0.00
Balance Due	$20.00

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.

Payment History

Record Payment

Payment Date	Payment Type	Amount	Additional Information
No payments have been made.			

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, Sage in the U.S.,

Bambora in Canada, and EWay in Australia. Upon successfully completing the transaction, you receive an email with an order and confirmation number. **ClubRunner does NOT have access to this information**.

14. When you click **Pay by Check**, a custom message appears, detailing how to pay by check.

Related Content

- [Where else can members register for an event?](#)
- [How do I register myself for an event?](#)