

# ClubRunner

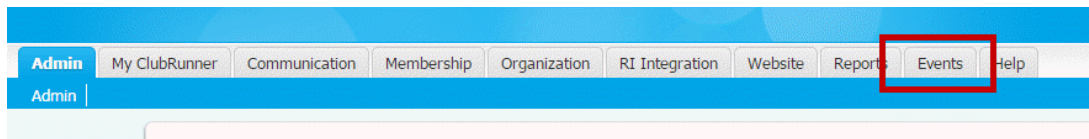
Help Articles > Club Help > Club - Administration Guide > Events & Calendar > How do I record payments for event registrations?

## How do I record payments for event registrations?

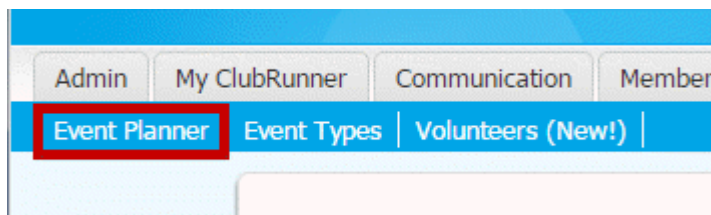
Omar S. - 2021-01-22 - Events & Calendar

The **Events** tool permits the Event Chair to record payments registrations that did not pay online.

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 20, 2014	<a href="#">Christmas Party</a>	✓	<a href="#">Eugene V. Debs Memorial Hall</a>	Carlos Salvador	<a href="#">Open</a>   <a href="#">Delete</a>   <a href="#">Copy</a>

5. On the Event Services page, click on the group you wish to record payments for under the **Register** heading. In our Example we will choose **Register Members**.

Register

[View Registration Form](#)

[Register members](#)

[Register members from other clubs](#)

[Register non-members](#)

6. This screen will show us all of the registrations from our club, from here we can choose to pay for that registration by clicking on the **Pay** button.

Register members of club

Page Size: 50 ☐ Include Other Members

[Register All Selected](#) [Decline All Selected](#) [Unregister All Selected](#)

Member	Attending	Balance Owning
<input type="checkbox"/> Select All		
<input type="checkbox"/> Applegate, John	<a href="#">Register</a> <a href="#">Decline</a>	
<input type="checkbox"/> Baker, Sue	<a href="#">Register</a> <a href="#">Decline</a>	
<input type="checkbox"/> Brackett, Leigh	<a href="#">Register</a> <a href="#">Decline</a>	
<input type="checkbox"/> Chu, Edward	<a href="#">Register</a> <a href="#">Decline</a>	
<input type="checkbox"/> D, Mickey	<a href="#">Register</a> <a href="#">Decline</a>	
<input type="checkbox"/> Davis, Clare	<a href="#">Attending</a> <a href="#">Decline</a> <a href="#">X</a>	10.00 <a href="#">Pay</a>
<input type="checkbox"/> Dean, John	<a href="#">Register</a> <a href="#">Decline</a>	
<input type="checkbox"/> Draper, Judith	<a href="#">Register</a> <a href="#">Decline</a>	
<input type="checkbox"/> Jane, Mary	<a href="#">Attending</a> <a href="#">Decline</a> <a href="#">X</a>	10.00 <a href="#">Pay</a>
<input type="checkbox"/> Kornbluth, Cyril	<a href="#">Register</a> <a href="#">Decline</a>	

7. 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 by clicking on the **Record Payment** button.

Payment History

[Record Payment](#)

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

8. On this page 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.

Record Payment

Balance	\$ 20.00
Payment Type	Pay By Check ▾
Amount	20.00
Comments	Paid by personal check on Nov. 2

Save Cancel

9. 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.

Record Payment

Balance	\$ 20.00
Payment Type	Pay By Check ▾
Amount	20.00
Comments	Paid by personal check on Nov. 2

Save Cancel

#### Related Content

- [How do I create an event in Event Planner?](#)