

How do I register a guest for an event?

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

Keeping track of non-member guests can be time consuming and difficult. With **Events 2.0**, you can register your guests as well as yourself.

1. To access the **Events 2.0** 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 the event for which you wish to register 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. You are now on the **Event Services Page**, which outlines the details of the event and provides links to event tools. Just below the details is a shaded box labelled **Registration**. Click on **View Registration Form**.

Registration

Registered for this event: 2 People

This is a MEMBER ONLY event

Registrations are enabled from Nov 05, 2021 to Dec 15, 2021

Edit Registration Options

Reports

[Registered Attendees \(Summary\)](#)
[Registered Attendees \(Detail\)](#)
[Alphabetical List of Attendees](#)
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[Prepare name tags](#)

Register

[View Registration Form](#)
[Register members](#)
[Register members from other clubs](#)
[Register non-members](#)

6. The **View Registration Form** tool on the **Event Services Page** also allows users to

invite non-member guests (such as spouses, children, speakers and friends) to the event. If there is a fee for the event, the cost for each additional guest is placed on your account. Under the heading **Guests**, click on **Register Additional Guests** to register a non-member.

[Register Me](#)

You are currently registered for this event. Your confirmation number is 1846993.

[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.	Actions
No Registered Guests		

7. You may now enter contact details for the guest in the text fields provided. The **First Name** and **Last Name** fields must be entered before you guest can be added.

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
<div><div>First Name:</div><div></div></div> <div><div>Last Name:</div><div></div></div> <div><div>Tag Text:</div><div>Purple Metro</div></div> <div><p><i>This appears below the name on badges, and is generally used for the club name or title.</i></p><p><input type="checkbox"/> I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Purple Metro as described in this Privacy Policy. They understand that they may receive emails regarding this event and other relevant information, and can opt out at any time.</p></div>		<div><div>Email:</div><div></div></div> <div><div>Phone:</div><div></div></div>	<div>Cancel Save</div>

8. When you are finished adding contact details for your guest, click **Save** to add them, or **Cancel** to discard the details you just entered.

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
<div><div>First Name:</div><div>Peter</div></div> <div><div>Last Name:</div><div>Parker</div></div> <div><div>Tag Text:</div><div>Green Town</div></div> <div><p><i>This appears below the name on badges, and is generally used for the club name or title.</i></p><p><input checked="" type="checkbox"/> I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Purple Metro as described in this Privacy Policy. They understand that they may receive emails regarding this event and other relevant information, and can opt out at any time.</p></div>		<div><div>Email:</div><div>pparker@example.com</div></div> <div><div>Phone:</div><div>1234567890</div></div>	<div>Cancel Save</div>

9. If you need to edit the guest's contact details, or remove their registration, you can do so from the View Registration Form window at any time. Simply click on the pencil icon next to the guest's name to **Edit** their details, and the recycle bin to **Delete** their registration.

Guests:

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Register Additional Guests

Guests:	Confirmation No.	Comments	Actions
Peter Parker	1857951		 

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