

How do I register a guest for an event? (District)

Mickey D. - 2021-04-09 - Events

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

1. To access the **Events**, you must go to your district's homepage and log in. Then, click on **Member Area** on the top right.
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
Apr 30, 2021	Toys for Tots	✓		Edward Chu	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: 0 People

This is a PUBLIC event

Registrations are enabled from Apr 09, 2021 to Apr 30, 2021

Edit Registration Options

Reports	Register
Registered Attendees (Summary)	View Registration Form
Registered Attendees (Detail)	Register members
Alphabetical List of Attendees	Register non-members
Download Attendees List	
Download Payment Report	
Prepare name tags	

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.

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
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

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Register Additional Guests

Guests:	Confirmation No.	Comments	Actions
<div>First Name: <input type="text"/></div> <div>Last Name: <input type="text"/></div> <div>Name Tag: <input type="text" value="Purple Metro v3 CRM"/></div> <div><input type="checkbox"/> I have received consent from this individual for the collection, storage, and use of their information by ClubRunner Demo District 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.</div>	<div>Email <input type="text"/></div> <div>Phone <input type="text"/></div>	<div>Comments <input type="text"/></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

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Register Additional Guests



Guests:	Confirmation No.	Comments	Actions
<div>First Name: <input type="text"/></div> <div>Last Name: <input type="text"/></div> <div>Name Tag: <input type="text" value="Purple Metro v3 CRM"/></div> <div><input type="checkbox"/> I have received consent from this individual for the collection, storage, and use of their information by ClubRunner Demo District 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.</div>	<div>Email <input type="text"/></div> <div>Phone <input type="text"/></div>	<div>Comments <input type="text"/></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
John Day	1685629		 

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