

ClubRunner

Help Articles > District Help > District - Administration Guide > Events & Calendar > How do I register a guest for an event? (District)

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

Zach W. - 2021-04-19 - Events & Calendar

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

1. To access the Events Planner feature, you must go to your club 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. On the blue menu bar, 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	✓	View Map	Edward Chu	Open Delete

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 PUBLIC event [Edit Registration Options](#)
Registrations are enabled from Apr 09, 2021 to Apr 30, 2021

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** allows you to invite non-member/guests (such as spouses,

children, speakers, and friends) to the event. If there is a fee for the event, you will be charged for each additional guest . To register guests click on the **Register Additional Guests** button in the **Guests** area.

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 can now enter the 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
First Name: <input type="text" value="Deja"/>	Email <input type="text" value="dthoris@example.com"/>	Extra comments	Cancel Save
Last Name: <input type="text" value="Thoris"/>	Phone <input type="text" value="111-222-3333"/>	Comments	
Name Tag: <input type="text" value="Green Town Guest"/>			
<input checked="" 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.			

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
First Name: <input type="text" value="Deja"/>	Email <input type="text" value="dthoris@example.com"/>	Extra comments	Cancel Save
Last Name: <input type="text" value="Thoris"/>	Phone <input type="text" value="111-222-3333"/>	Comments	
Name Tag: <input type="text" value="Green Town Guest"/>			
<input checked="" 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.			

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

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
First Name: <input type="text" value="Deja"/>	Email: <input type="text" value="dthoris@example.com"/>	Extra comments	Cancel Save
Last Name: <input type="text" value="Thoris"/>	Phone: <input type="text" value="111-222-3333"/>	Comments	
Name Tag: <input type="text" value="Green Town Guest"/>			
<input checked="" 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.			

Related Content

- [How do I pay for an event with a check/credit card? \(District\)](#)
- [How do I set up an event with Event Planner? \(District\)](#)