

How do I register for an event? (District)

Mickey D. - 2021-04-09 - Events

Event Planner makes it easier for you to register for an event online and keep track of events for which you have registered for. There are two different ways to register:

- [By Going to the Event's Page](#)
- [Logging in to the Member Area and going to Event Planner.](#)

By Going to the Event's Page

The most common way to register for an event is by clicking on the event from the home page or calendar. Please follow the steps below to learn how to do register for an event this way:

1. Please go to the district's home page or calendar, and then click on the event you would like to attend.
2. This page displays information about the event. If you would like to register or attend this event, and you are a member, click the **Member** button on the left. If you are not a member click **Guest**.

Grant Training Seminar Part 1-A



Contact: [Edward Chu](#)
Fee: \$15.00

17
Jan
2018

📅 Jan 17, 2018 6:00 PM – 8:00 PM
📍 ClubRunner
2060 Winston Park Drive
Oakville, ON L6H
Canada

If your club is interested in applying for a District Grant please make sure to register for this training seminar.

Online Registration

MEMBERS

GUESTS



3. If you clicked **Member** and you are not logged in, it will ask you to login, please login. If you cannot login please read the article called [I Cannot Login to ClubRunner](#). After you are logged in you will see the below page. Click **REGISTER ME** to register for the event.

Grant Training Seminar Part 1-A Member Registration



Chair: [Edward Chu](#)
Fee: \$15.00
Date: Jan 17, 2018 at 6:00 PM –8:00 PM
Location: ClubRunner
2060 Winston Park Drive
Oakville, ON L6H
Canada
[Map](#)

If your club is interested in applying for a District Grant please make sure to register for this training seminar.

Register Me

Welcome, **Christine Day**. (Not you? [Sign in](#) as another member or [register](#) as a guest).

You are currently not registered for this event.

REGISTER ME

4. If you would like to bring a guest, click **REGISTER ADDITIONAL GUEST**. If you would like to bring more than one guest, after saving your first guest's information click **REGISTER ADDITIONAL GUEST** again.

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 GUEST

5. If there is a cost for the event, you will see the payment fields below the registration area. Please enter in all of the required information, then click **SUBMIT REGISTRATION** to save your registration.

Pay Online

Total owing for this registration: \$20.00 USD

You must complete your payment to finalize your registration.

*** indicates a required field.**

Card Type VISA MasterCard AMERICAN EXPRESS DISCOVER

Card Number *

Expiry Date * / *
Format: MM / YYYY

Card Security Code *

Name on Card *

Address 1: *

Address 2:

City: *


Country: *

Province/Territory:

Postal Code:

Phone Number *

Email *

Enter text as seen in this image: 

SUBMIT REGISTRATION

Logging in to the Member Area and Going to Event Planner

1. To access the **Events** feature, you must go to your district 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 on the blue menu bar, click **Event Planner**.

4. You are now on the **Events** page. Select an event by clicking 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

6. 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 labeled **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

- [Registered Attendees \(Summary\)](#)
- [Registered Attendees \(Detail\)](#)
- [Alphabetical List of Attendees](#)

 [Download Attendees List](#)

 [Download Payment Report](#)

 [Prepare name tags](#)

Register

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

7. On this page, members can register themselves, view others who have registered, register guests, and take care of payments. Click **Register Me** to confirm your attendance at the event. You will then be given the chance to confirm or edit your contact details. When you have saved these details you will receive a confirmation number. If do not wish to attend, click **Decline**.

Register Me

You are currently not registered for this event.

[Register Me](#)

8. Once you have registered for an event, you still have the option to remove yourself from the attendance list. To do this, click on the **Unregister Me** button on the event details page. You will receive an email confirming the fact you are no longer registered.

Register Me

You are currently registered for this event. Your confirmation number is 1685638.

[Unregister Me](#)

Related Content

- [How do I register a guest for an event? \(District\)](#)