

How do I register myself for an event?

Mickey D. - 2021-01-25 - Events & Volunteers

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 how 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 how 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 Club'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**.

Holiday Party



Contact: [ClubRunner User](#)
Fee: \$20.00

Online Registration

MEMBERS
GUESTS

🏠 Manila
📅 Dec 23, 2017 4:00 PM – 7:00 PM
📍 Place of the Party
2060 Winston Park Dr
Oakville, ON L6H5R7
Canada

We will be having a holiday party and you are invited! Please bring your friends and family!



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.

Holiday Party Member Registration



Club: Manila

Chair: [ClubRunner User](#)

Fee: \$20.00

Date: Dec 23, 2017 at 4:00 PM –7:00 PM

Location: Place of the Party
2060 Winston Park Dr
Oakville, ON L6H5R7
Canada

[Map](#)

We will be having a holiday party and you are invited! Please bring your friends and family!

Register Me

Welcome, (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 *

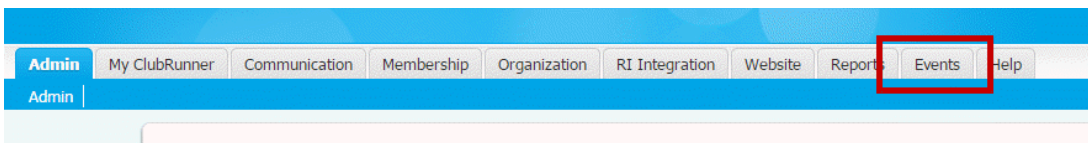
Email *

Enter text as seen in this image: 

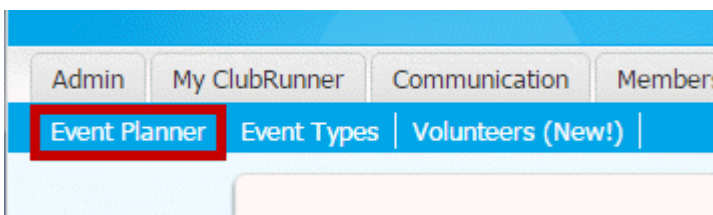
SUBMIT REGISTRATION

Logging in to the Member Area and Going to Event Planner

1. To access **Events 2.0** 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. 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
Dec 20, 2014	Christmas Party	✓	Eugene V. Debs Memorial Hall	Carlos Salvador	Open Delete Copy

5. This takes you to 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**.

Christmas Party

[Back to Events List](#)



Dec 20, 2014 at 07:00 PM - 09:00 PM

Event Type: General
Event Chair: [Carlos Salvador](#)
Location: Eugene V. Debs Memorial Hall
135 Herbert St.
Testerville, WI 1234
United States



[View Map](#)

[Edit Details](#)

[Edit Links](#)

[Edit Download Files](#)

Registration

Registered for this event: [4 People](#)

[This is a PUBLIC event](#)

[Edit Registration Options](#)

Registrations are enabled from Oct 27, 2014 to Dec 09, 2014

Reports

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



[Download Attendees List](#)

[Download Payment Report](#)

Register

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

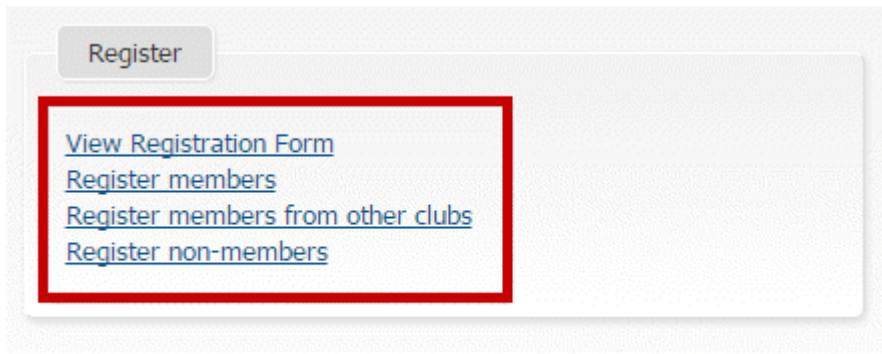
6. At the right side of this box, you will find a list of registration tools, under the heading **Register**.

View Registration Form: This will display the registration form as seen by registrant. You may also register yourself here.

Register Members: This gives the Event Chair the ability to register or decline members for the event.

Register members from other clubs: With this, the Event Chair can register members of other clubs within the district.

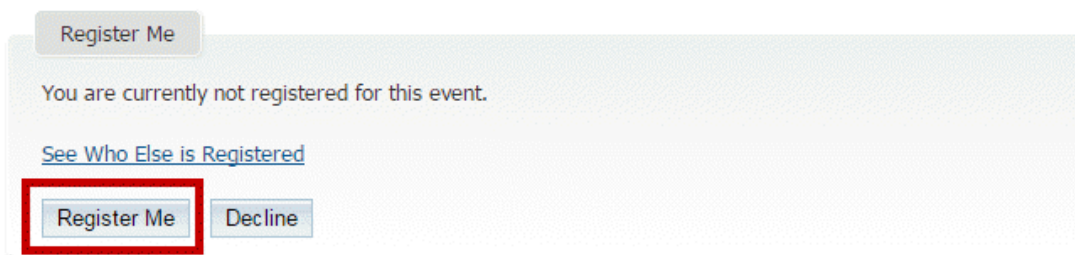
Register non-members: This gives the Event Chair the ability to register non-members for the event.



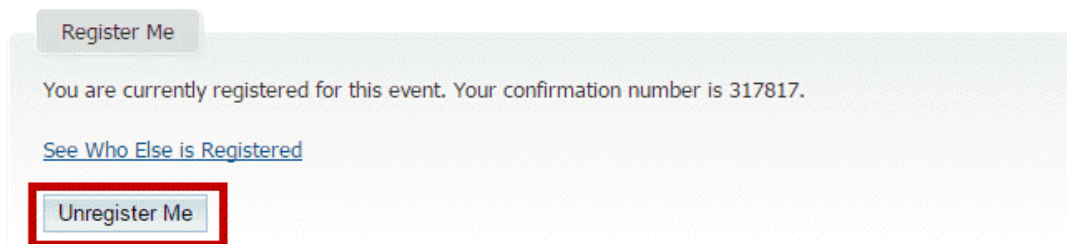
7. To register yourself, click on **View Registration Form**.



8. 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**.



9. 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.



Related Content

- [Where else can members register for an event?](#)
- [How do I pay for an event with credit card or check?](#)
- [How do I register a guest for an event?](#)