ClubRunner

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How do I register other members?

Omar S. - 2021-03-05 - Events & Calendar

As the chair of an event, you have the power to register club members on their behalf. Club executives and members with administrator access can also do this. To register other members, you must access **Event Planner**.

1. To access **Event Planner**, 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.

Admin	My ClubRunner	Communication	Membership	Organization	RI Integration	Website	Reports	Events	Help	
Admin										

3. At the left side of the screen, options will appear. Click on Event Planner.

Admin	My ClubRunner		Communication	Membe	
Event Planner		Event Type	Volunteers (New!)		

4. You are now on the **Event Planner** page. Select the event for which you wish to register other members and click on the name.

Events

All Upcoming Ev	vents				VIEW AII EVE
vent Date 🔺	Event Name	Active	Location	Event Chair	Action
	<u>Christmas Party</u>		Eugene V. Debs Memorial Hall	Carlos Salvador	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 **Register**. This section gives you as event chair the ability to register or decline members of the club for the event. Click **Register Members**.

Register			
View Registra	tion Form		
Register mem	bers		
Register mem	bers from o	ther clubs	
Register non-	members		

6. You will now see a list of club members. Beside each name, under the column Attending, you will see a note about whether a given member is currently registered to attend. You'll also see how much money they owe for the event (if any) and list of their non-member guests. Choose the member you wish to register for the event, and click the **Register** button next to their name.

Register All Selected	Decline All Selected Unr	egister All Selected		
Member	Attending	Balance Owing		Additiona
Select All				
Baker, Sue	Register Decline			Add Guests
Barnes, Bill	Attending Decline	x 10.00 Pay		Add Guests
	Attending Decline	X 20.00 Pay		Add Guests
Salvador, Carlos			Deja Thoris	S

7. You may also make use of the check boxes beside each name to select multiple members. Then, use the buttons at the bottom of the screen to change their event attendance status.

Register all Selected: Click this button to register every member you have selected.

Decline all Selected: Click this button to decline attendance to the event for every member you have selected. **Unregister all Selected:** When you click this button, all the selected members are unregistered. This simply means they are once again able to register or decline the event.

Register All Selected	Decline All Selected	register All Selected		
Member	Attending	Balance Owing		Additiona
Select All				
🗹 Baker, Sue	Register Decline			Add Guests
🕑 Barnes, Bill	Register			Add Guests
	Register Decline	10.00 Pay		Add Guests
🖉 Salvador, Carlos			Deia Thoris	5

8. You also have the power to add guests for a member, or edit or delete an existing guest. To add a guest, click the **Add Guests** button on the line next to the relevant member. Currently registered guests are named in the

right hand column, to the right of the name of the member who invited them. To edit a guest's contact details, click the pencil icon. To delete the guest, click on the recycling bin icon.

Note: For more information on adding or editing guests, <u>click here</u>. Your link will open in a new window.

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	Attending Decline	x 20.00 Pay		Add Guests
Salvador, Carlos			Deja Thoris	S 🖸

9. As the event chair or administrator, you may make payments on behalf of members who have not paid. Click on the blue **Pay** button in the **Balance Owing** column. This will take you to the event payment screen.

Note: For more information on registration payments, <u>click here.</u> Your link will open in a new window.

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