

ClubRunner

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How do I register someone on their behalf?

Omar S. - 2021-05-19 - MyEventRunner

To add a registrant, follow these steps:

1. Click on **Add Registration** under the **Current Event** section.

Current Event

[Dashboard](#)

[Setup](#)

[Add Registration](#)

2. Select the **club name** or type in the first few letters of the **first or last name** and click **Next**. For any non-members, click the **Add New Registration** link at the top of the page.

Select Member

If you are registering a member that exists in the database, you can start by searching for their member profile below. Otherwise click [Add New Registration](#) to register someone outside your club/district/zone.

Step 1:	Step 2:
Select the Club to which the member belongs:	Select the member's name from the list below:
<input type="text" value="Rotary Club of Purple Metro"/>	<input type="text" value="Bowman, Phillip"/>
OR	<input type="button" value="Continue"/>
Type the first few letters of member's name	
Last Name: <input type="text"/>	
OR	
First Name: <input type="text"/>	
<input type="button" value="Next >>"/>	

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3. Select the member from the Step 2 menu, and click on **Continue**.

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4. You will then be brought to the registration screen when you can enter the registrant contact details

5. Once done, click **Select Options** to select packages and add-ons.

Add Registration

Don't send a confirmation email after this registration English

CONTACT INFORMATION

Your Information

First Name:	<input type="text" value="Phillip"/>
Last Name:	<input type="text" value="Bowman"/>
Badge Name:	<input type="text" value="Phillip"/>
Email:	<input type="text" value="Phillip.Bowman@example.co"/>
Club Name:	<input type="text" value="Purple Metro"/>
Preferred Phone:	<input type="text"/>
Secondary Phone:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Country:	<input type="text"/>
State/Province:	<input type="text"/>

[Select Options](#) →

6. Complete the rest of the registration process. An email will be sent to the email address entered to confirm the registration.