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 nonmembers, 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: |
|----------------------------------------------|
| Select the Club to which the member belongs: |
| Rotary Club of Purple Metro 🗸 |
| OR |
| Type the first few letters of member's name |
| Last Name: |
| OR |
| First Name: |
| Next >> |

Step 2:

Select the member's name from the list below:

Bowman, Phillip 🛛 🗸

Continue

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 2: |
|----------------------------------------------|-----------------------------------------------|
| Select the Club to which the member belongs: | Select the member's name from the list below: |
| Rotary Club of Purple Metro 🗸 | Bowman, Phillip 🗸 |
| OR | Continue |
| Type the first few letters of member's name | |
| Last Name: | |
| OR | |
| First Name: | |
| Next>> | |

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

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: |
| Rotary Club of Purple Metro 🛩 | Bowman, Phillip 🖌 |
| OR | Continue |
| Type the first few letters of member's name | |
| Last Name: | |
| OR | |
| First Name: | |
| Next >> | |

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.

| Don't send a confirmation email a | fter this registration | English |
|-----------------------------------|---------------------------|----------------|
| Son esena a communication email a | | English |
| | | |
| CONTACT INFORMATION | | |
| Your Information | | |
| First Name: | Phillip | |
| Last Name: | Bowman | |
| Badge Name: | Phillip | |
| Email: | Phillip.Bowman@example.co | |
| Club Name: | Purple Metro | |
| Preferred Phone: | | |
| Secondary Phone: | | |
| Address 1: | | |
| Address 2: | | |
| City: | | |
| Zip/Postal Code: | | |
| Country: | | |
| State/Province: | | |
| | | Select Ontions |

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