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



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

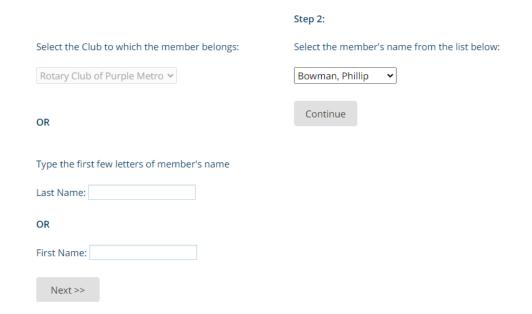
If you are registering a member that exists in the database, you can start by searching for their member profile below. Otherwise click Add New Registration to register someone outside your club/district/zone.

Step 1:
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

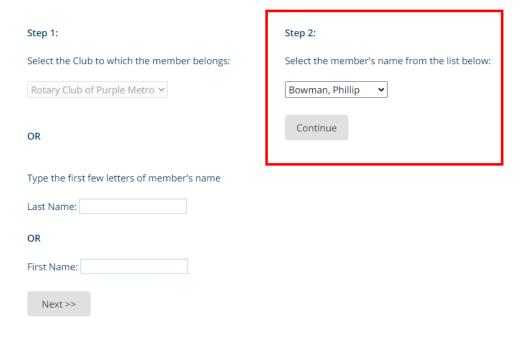
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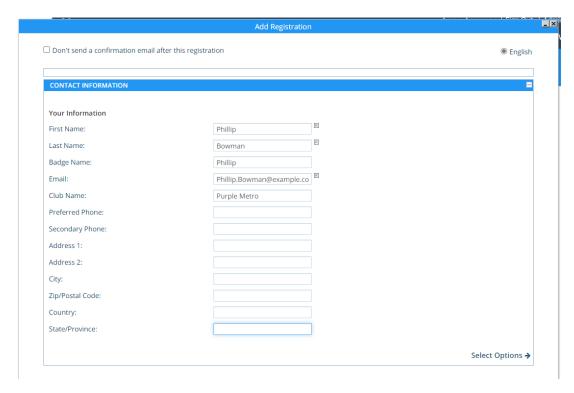
3. Select the member from the Step 2 menu, and click on Continue.

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.



- 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.



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