

# 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:

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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**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

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:**  
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

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:

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 Options

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