## ClubRunner

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## How do I set up payment and credit card options for Event Planner?

Omar S. - 2021-01-19 - Events & Calendar

**Events Planner** permits you to take registration payments by credit card or check, and also lets you track payments made in person in cash.

**Note:** If your club is making use of the **Online Payment & eCommerce** module then you can pay for events online with your credit card. If the Club is not setup with this module, the only payment option available is payment by check. To find out more, please click on one of the links below:

Online Payment and eCommerce for USA

Online Payment and eCommerce for Canada

Online Payment and eCommerce for Australia

Online Payment and eCommerce for Other Countries

1. To access **Events Planner** feature, you must go to your club's homepage and login. Then, click on **Member Area** on the top right.

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.

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

4. You are now on the **Events** page. Select an event and click on the name.

## **Events**

					Create A New Event
All Events					View Upcoming Events
Event Date <b>V</b>	Event Name	Active	Location	Event Chair	Actions
Jun 30, 2021	Rotary Tree Planting	0	2060 Winston Park Dr	Clare Davis	Open   Delete   Copy
Dec 21, 2020	Holiday Party 2020	0	Eugene V. Debs Memorial Hall	Edward Chu	Open   Delete   Copy

5. This brings you to the event details page. At the top of the page you'll see some basic details about the event. Under this, you'll see a number of event options. Scroll down the page to the section under the heading **Payment Settings**.

Event Fee:	15.00 USD	Change Payment Settings
Currency:	USD	
Payment Method:	No payment account specified	
Pay to Register?	No	
Check Allowed?	Yes	

6. Click Change Payment Settings to set up payment options.

Payment Settings		
Event Fee:	15.00 USD	Change Payment Settings
Currency:	USD	
Payment Method:	No payment account specified	
Pay to Register?	No	
Check Allowed?	Yes	

7. You can now set the cost of the event, and select payment methods. Enter the cost of the event in the field marked **Event Fee.** Then, select the appropriate currency from the drop down menu.

Event Fee:       15.00         Currency:       US Dollar         Payment Method:       No payment account specified	Event Payment Setting	js			
Event Fee:       15.00         Currency:       US Dollar         Payment Method:       No payment account specified            Sage Payment Solutions: Sage Test Payment Account (978985210861) - USD            BeanStream Payment Solution: Bambora Test Merchant Account (300200484) - CAD         Require members to pay to complete registration?            Do you wish to allow payment by check?         Please make check/cheque payable to:         Green Town Rotary Club         Send to:         Treasurer Henry Bermis 135 Herbert St.         Green Town, Wi         Thank you for your prompt payment.					
Event Fee:       15.00         Currency:       US Dollar         Payment Method:       No payment account specified            • Sage Payment Solutions: Sage Test Payment Account (978985210861) - USD            • BeanStream Payment Solution: Bambora Test Merchant Account (300200484) - CAD         Require members to pay to complete registration?          • No • Yes          Do you wish to allow payment by check?          • No • Yes          Please make check/cheque payable to:          • Green Town Rotary Club          Send to:          Treasurer Henry Bermis         135 Herbert St.         Green Town, WI         Thank you for your prompt payment.					
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			Thank you for your prompt payment.		
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8. Next, select the method your club will use to accept online credit card payments. If you select **No Payment Account Specified**, your club will need to process payment offline. The second radio button gives you the option to select the ClubRunner payment partner available in your country. For the United States, this is Sage Payment Solutions.

Cancel

Save

Event	Paym	ent	Setti	ngs
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Event Fee:	15.00		
Currency:	US Dollar 🗸		
Payment Method:	<ul> <li>No payment account specified</li> <li>Sage Payment Solutions: Sage Test Payment Account (978985210861) - USD</li> <li>BeanStream Payment Solution: Bambora Test Merchant Account (300200484) - CAD</li> </ul>		
Require members to pay to complete registration?	● No ○ Yes		
Do you wish to allow payment by check?	<ul> <li>No Yes</li> <li>Please make check/cheque payable to: Green Town Rotary Club</li> <li>Send to: Treasurer Henry Bermis 135 Herbert St. Green Town, WI</li> <li>Thank you for your prompt payment.</li> </ul>	æ	
		Cancel	Save

9. Your club has the option to accept payment by check. If you wish to accept checks, click **Yes** in the radio button next to **Do you wish to allow payment by check**?Otherwise, click **No**. If you do wish to accept payment by check, fill in the payment details in the provided text field.

Event Payment Settings		
Event Fee: Currency: Payment Method: Require members to pay to complete registration?	15.00         US Dollar         O No payment account specified         Sage Payment Solutions: Sage Test Payment Account (978985210861) - USD         BeanStream Payment Solution: Bambora Test Merchant Account (300200484) - CAD         No       Yes	
Do you wish to allow payment by check?	No Yes Please make check/cheque payable to: Green Town Rotary Club Send to: Treasurer Henry Bermis 135 Herbert St. Green Town, WI Thank you for your prompt payment.	
	Cancel	Save

10. Finally, click **Save** to keep these payment details. Click **Cancel** if you wish to discard the information you entered.

Event Fee:	15.00	
Currency:	US Dollar 🗸	
Payment Method:	No payment account specified     Sage Payment Solutions: Sage Test Payment Account (978985210861) - USD	
	BeanStream Payment Solution: Bambora Test Merchant Account (300200484) - CAD	
Require members to pay to complete registration?	● No O Yes	
Do you wish to allow payment by	○ No ● Yes	
check?	Please make check/cheque payable to: Green Town Rotary Club Send to: Treasurer Henry Bermis 135 Herbert St. Green Town, WI	
	Thank you for your prompt payment.	6
	Cance	el Save

## Related Content

- How do I set my club up with online credit card payments?
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