ClubRunner

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

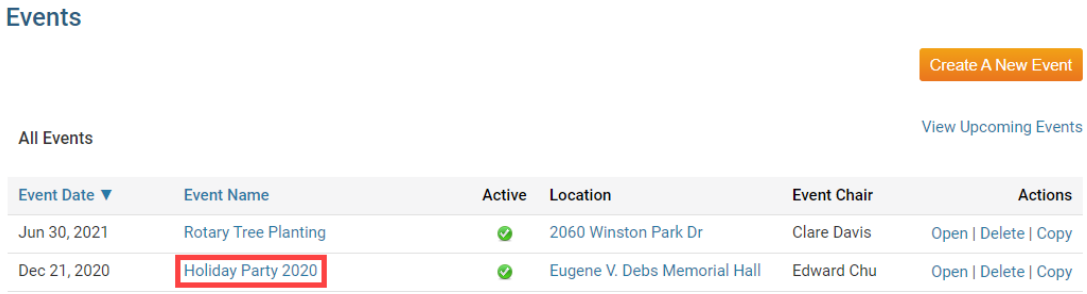
Online Payment and eCommerce for Other Countries

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.

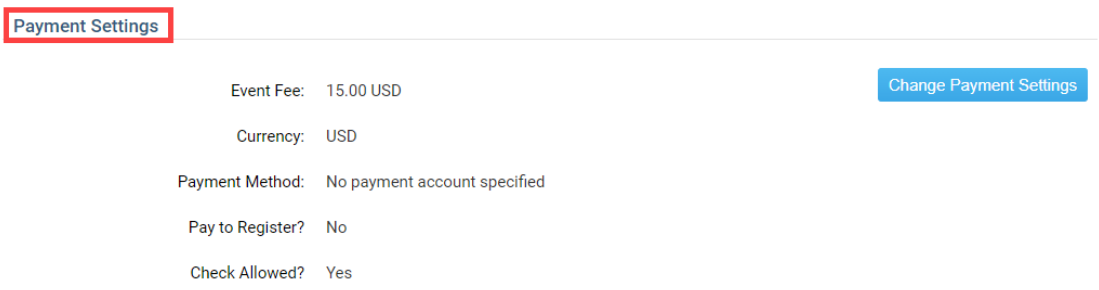
2. Along the top of the screen you will see several tabs. Click on the **Events** tab on the far right of the top toolbar.

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

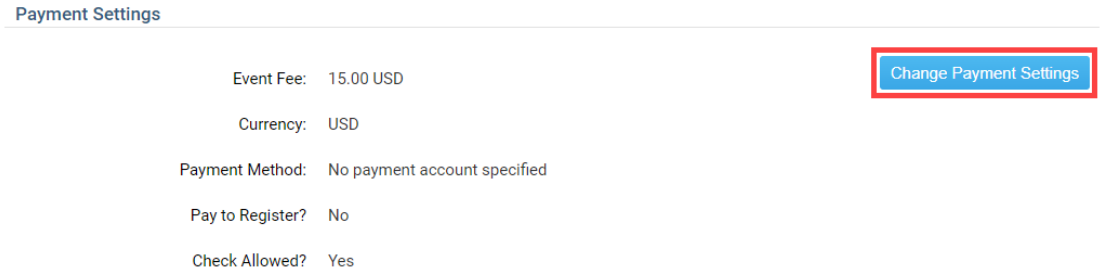
4. You are now on the **Events** page. Select an event and click on the name.



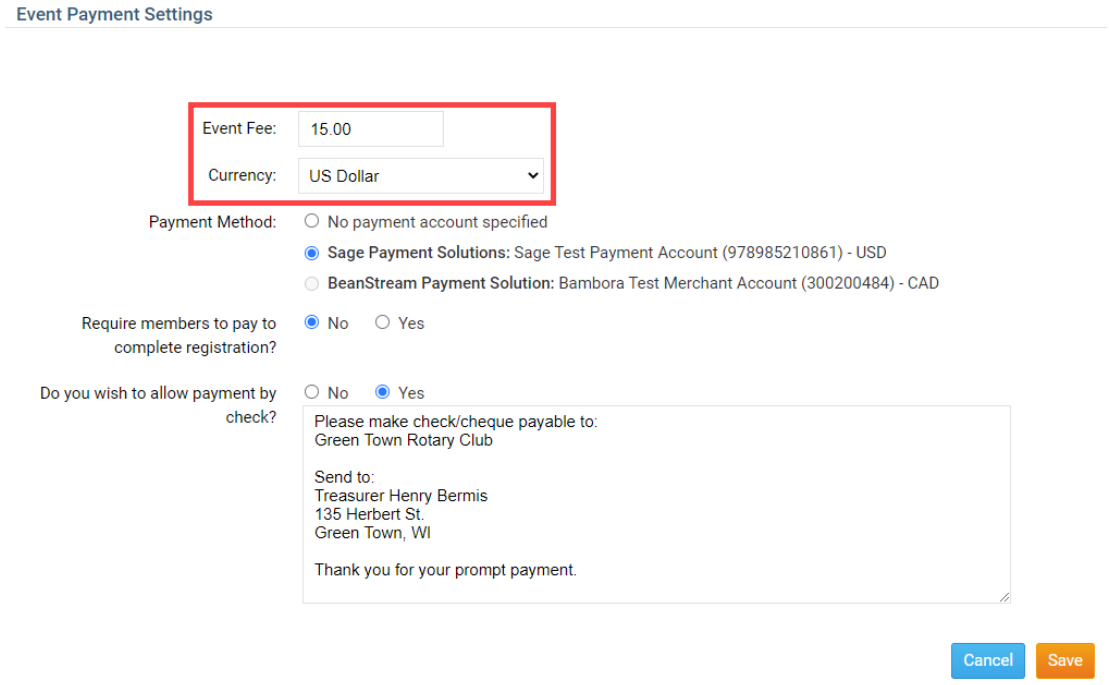
5. This brings you to the event details page. At the top of the page you'll see some basic details about the event. Under this, you'll see a number of event options. Scroll down the page to the section under the heading **Payment Settings**.



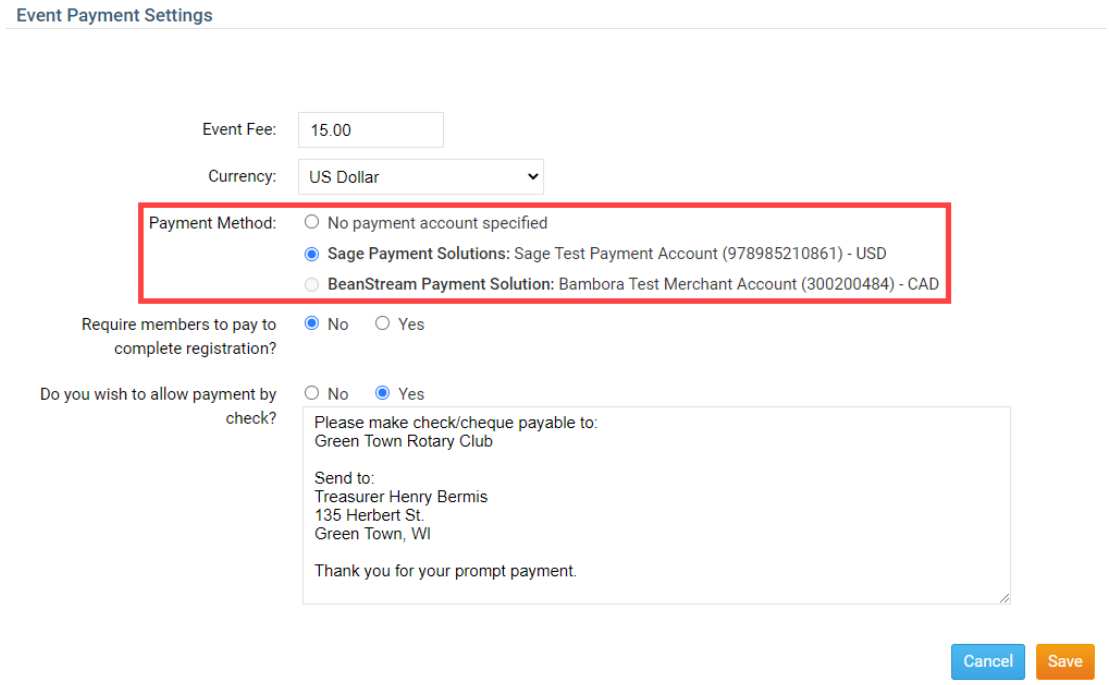
6. Click **Change Payment Settings** to set up payment options.



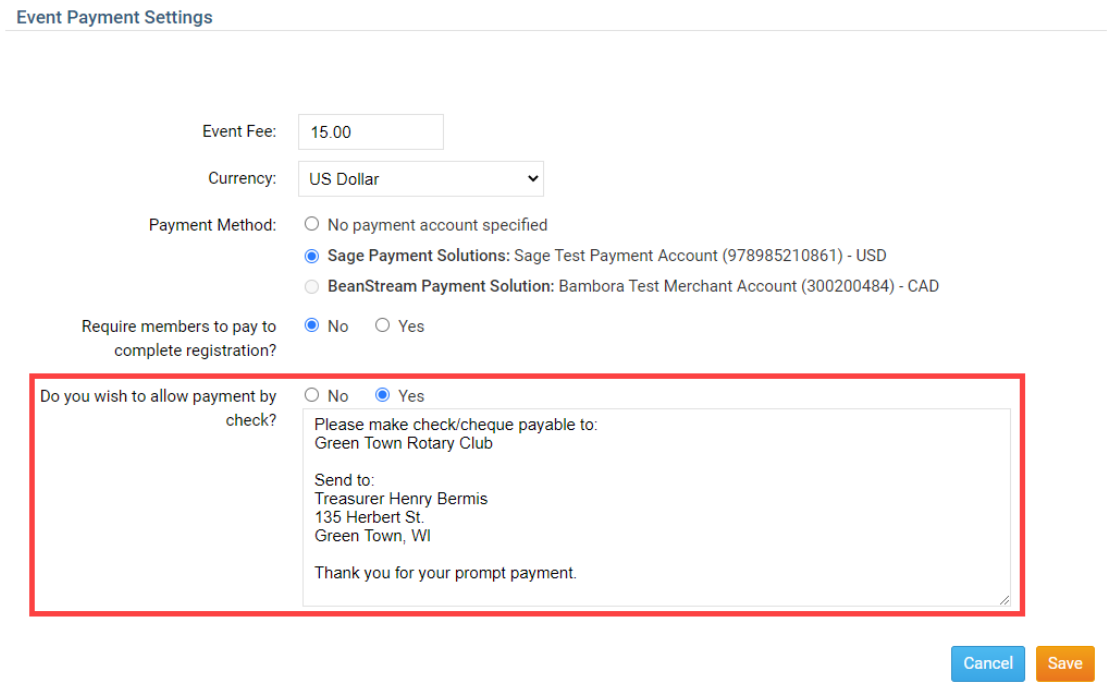
7. You can now set the cost of the event, and select payment methods. Enter the cost of the event in the field marked **Event Fee.** Then, select the appropriate currency from the drop down menu.



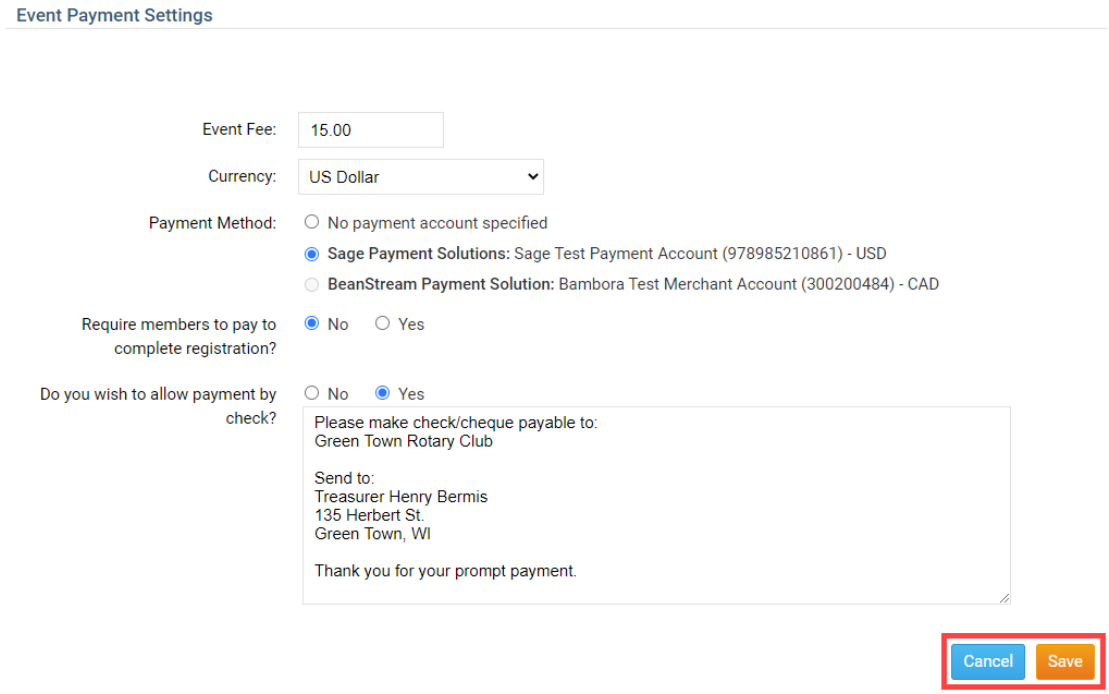
8. Next, select the method your club will use to accept online credit card payments. If you select **No Payment Account Specified**, your club will need to process payment offline. The second radio button gives you the option to select the ClubRunner payment partner available in your country. For the United States, this is Sage Payment Solutions.



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.



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



Related Content

- How do I set my club up with online credit card payments?
- How do I create an event in Event Planner?