## ClubRunner

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## How do I view the registration report?

Omar S. - 2021-04-07 - Reports

## **Registrations - View Registrations**

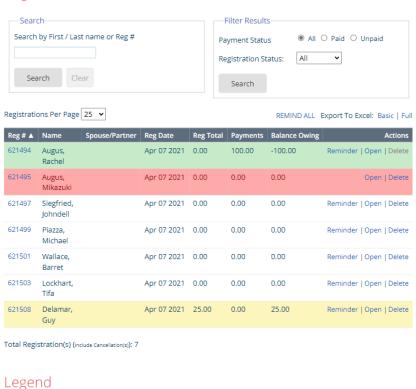


After you click on the **View Registrations** link the registrations list will display. This section is used as an overview of all registrants; within this section the following options can be customized to better organize a complete report. The registrations are color coded based on if the attendee has paid, has a balance owing, has a credit, or was canceled.

## Registration List

Registration has been Completed & Paid Registration has a Balance Owing Registration has a Credit (Overpaid)

Registration has been Cancelled (May require a refund or payment)



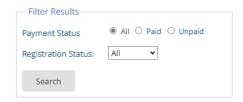
**Note:** If a member or public tries to register for the event with an invalid credit card number, it will save the registration with no payment. The person will display as balance

owing.

**Search:** Allows the Event organizer to search the list of registered individuals by First name, Last name or Registration number.



**Filter Results:** This function provides a list of registrants based on whether there status is Paid or Unpaid.



• Remind All: This will send an email to all members that are undecided for the event.



• Export to Excel: This option will load all Registrant data within the page to an Excel Spreadsheet. Basic has limited information. Full has all of the information.



- **Reminder:** This option will send a statement of the balance owing to Attendees email address.
- **Open:** This link will lead to an overview page of the Attendees information. Within this section the Event Organizer can make changes to the information made by Attendee.
- **Delete:** Selecting this option will remove the user registration from the system.

**Note:** The **balance owing** must be the whole amount or the Delete link will be disabled! If the attendee made a partial or full payment then they will need to be refunded before there registration could be deleted.

