

# ClubRunner

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## How does a guest register for an event?

Mickey D. - 2021-01-19 - [Events & Volunteers](#)

If your club event is open to members of the public, they have the option to register themselves on your club webpage. They can also add additional guests and pay for their registration.

1. If your club has installed the **events widget** on the homepage, visitors will see a listing of upcoming events on your club webpage. The location of the events widget varies according to the desires of your club. In the example below, you can see the events widget in the middle of the page, under the heading of **Upcoming Events**.

The screenshot shows the homepage of the Rotary Club of Green Town. At the top is a navigation bar with the Rotary Green Town logo, links for Home, About our Club, Calendar, a blue Donate button, and Contact Us. Below the navigation bar is a large photo of a group of people, including a man in a Rotary shirt, looking at a document. Under the photo is the Rotary Club of Green Town logo. The main content area is divided into two columns. The left column is titled 'A Message from the President' and features a message from Sue Baker, with a small photo of her. The right column is titled 'Upcoming Events' and lists two events: 'Club Meeting' on Dec 21, 2017, from 7:00 PM to 7:35 PM, and 'Salvation Army Kettle Ringing' on Dec 25, 2017. The 'Upcoming Events' section is highlighted with a red border.

Rotary Green Town

Home About our Club Calendar Donate Contact Us

Rotary Club of Green Town

A Message from the President

Sue Baker

On behalf of the Green Town Rotary Club and the larger community of Green Town, it gives me great pleasure to welcome you to our own unique corner of the web. Here, you can read about our history and our work in the community. You can also find out more about the extraordinary story of Green Town. Did you know that Green Town was once the relish capital of the Midwest? Did you know we have a town hall named for a political prisoner? Did you know the regionally famous game of Wizards & Warriors was first played at our agricultural center in 1972? And did you know the Green Town Rotary Club has been a part of this community for more than 75 years? Now you know!

NATIONAL AWARDS & U. PERSONALIZED PRODUCTS

Upcoming Events

Club Meeting  
Dec 21, 2017  
7:00 PM – 7:35 PM

Salvation Army Kettle Ringing  
Dec 25, 2017

2. To register for the event, click on the event name as displayed in the widget.

## Upcoming Events

### Club Meeting

Dec 21, 2017

7:00 PM – 7:35 PM

### Salvation Army Kettle Ringing

Dec 25, 2017

### Club Meeting

Dec 28, 2017

7:00 PM – 7:35 PM

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3. You are now on the event information page, containing details about the time and place of the event. On the left hand side of the page, you will see a section with the heading **Online Registration**. Under this heading is a button labelled **Members**. If non-member guests are permitted to register, there will also be a **Guests** button.

# Salvation Army Kettle Ringing

Contact: [Zach](#)

## Online Registration

MEMBERS

GUESTS

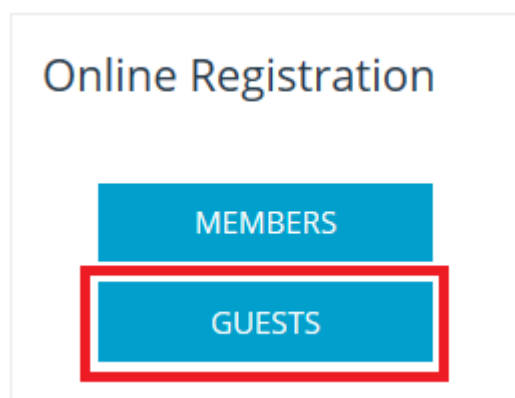
25  
Dec  
2017

🏠 Green Town  
📅 Dec 25, 2017  
📍 WI  
United States

👍 Like 0



4. If you are a non-member, click **Guests**.



5. On the guest registration screen, you are asked to fill in basic contact details in the fields provided. The **First Name**, **Last Name** and **Email** fields are required to save your registration.

#### Guests

Please enter each guest's information and once all people have been added, click on the "Register all guests" button below.

First Name:	<input type="text" value="Alex"/>	*
Last Name:	<input type="text" value="Daniels"/>	*
Email:	<input type="text" value="alex@example.com"/>	*
Phone:	<input type="text"/>	
Tag Text:	<input type="text"/>	

*This text will appear below the name, and is generally used for the club name or title.*

\* indicates a required field.

CANCEL

SAVE

6. When you are complete, click on **Save**. If you wish to discard the information you entered, press **Cancel**.

#### Guests

Please enter each guest's information and once all people have been added, click on the "Register all guests" button below.

First Name:	<input type="text" value="Alex"/>	*
Last Name:	<input type="text" value="Daniels"/>	*
Email:	<input type="text" value="alex@example.com"/>	*
Phone:	<input type="text"/>	
Tag Text:	<input type="text"/>	

*This text will appear below the name, and is generally used for the club name or title.*

\* indicates a required field.

CANCEL

SAVE

7. You now have the option to register another guest, by clicking on the button marked **Add another person**. You may also **edit** or **delete** your own contact details with the links provided.

## Guests

Please enter each guest's information and once all people have been added, click on the "Register all guests" button below.

### Guests

Alex Daniels

### Actions

[Edit](#) | [Delete](#)

[ADD ANOTHER GUEST](#)

8. If there is a fee associated with the event, you will also see a box marked **Pay Online**. Enter the information in the fields provided.

*Note: All ClubRunner transactions are handled by a secure payment provider, and neither ClubRunner or Rotary International have access to your credit card details.*

### Pay Online

**Total owing for this registration: \$10.00**

* Payment Type:	<input type="radio"/> VISA <input type="radio"/> MasterCard <input type="radio"/> American Express <input type="radio"/> DISCOVER
* Card Number:	<input type="text"/>
* Expiry Date:	<input type="text"/> / <input type="text"/> format MM / YYYY
* Name on Card:	<input type="text"/>
* Card Security Code:	<input type="text"/>
* Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
* City:	<input type="text"/>
* Country:	<input type="text" value="United States"/>
* State:	<input type="text"/>
* Zip Code:	<input type="text"/>
* Phone Number:	<input type="text"/>
* Email:	<input type="text"/>

9. At the bottom of the **Pay Online** box, you are presented with a security feature. You will see an image of random text and letters on a background that slightly obscures or distorts the text. This feature prevents an automated or fake registrations, and helps ensure every registrant is a real person. Enter the letters and numbers you see in the image in the field provided, and then click **Register**.

### Submit Registration

Enter the text in the image, then  
click the "Register all guests"  
button below



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[REGISTER ALL GUESTS](#)

## Related Content

- [How do I register a guest for an event?](#)