

## How to accept a different currency for a Cloud Event

Michael C. - 2024-07-30 - Events & Calendar

Changing an event's currency

### Note

An event's selected currency can only be changed if there are no existing registrations.

1. To access **Cloud Events**, you must go to your website's homepage and log in. [For more information on how to login, click here.](#)
2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events**.
3. Click the **Manage** button for the event you would like to edit the settings for.
4. Near the top right, click on the **Setup** button.
5. Next, click on the **Settings** button in the blue menu.

The screenshot shows the ClubRunner interface for an event titled "Canada Day RibFest!". At the top right, there are buttons for "Copy", "Delete", "Close Registrations", and "View". Below this is a navigation bar with "Dashboard", "Orders", "Attendees", "Email", "Documents", and a "Setup" button with a gear icon. A blue menu bar contains "Details", "Landing Page", "Tickets & Ecommerce", "Form", and "Settings", with "Settings" highlighted by a red box. The main content area is divided into two panels: "Event Details" and "Venue and Location". The "Event Details" panel includes fields for Name ("Canada Day RibFest!"), Code ("RF23"), and Date and Time, with an "Edit" button. The "Venue and Location" panel includes fields for Event Venue ("Echo Valley Park"), Location ("1124 Kipling Avenue", "Toronto, ON", "Canada"), and a "Remove Address" link, also with an "Edit" button.

6. Under the Currency section, click on the **Edit** button.

This screenshot shows the "Currency" section of the event settings. It features a label "Event currency" followed by the text "US Dollar". An "Edit" button is located in the top right corner of this section, highlighted with a red box.

7. The Update Currency window will appear. Select the **Event currency** you would like to use for your event.

**Update Currency** [X]

Account currency US Dollar

Event currency **US Dollar** ▼

Cancel Save

- **Account currency** - The default currency for your account.
  - **Event currency** - The currency you would like to accept payments with for your event.
8. Once the currency has been selected, you may create, or choose an existing **Spot Rate**. The spot rate stores details about the currencies and their coefficient, which can be saved and used for future events.

**Update Currency** [X]

another payment account in the **Payment Options** section.

Account currency US Dollar

Event currency CAD Dollar ▼

Spot rate Create new spot rate ▼

**Create New Spot Rate**

Source currency US Dollar ▼

Destination currency CAD Dollar ▼

Coefficient 1

Date May 17, 2023 [Calendar Icon]

Cancel Save

- **Source currency** - The account's currency. This amount will be shown on pages like the Order list page, Invoice list page, and other areas.
  - **Destination currency** - The currency taken. This would be the type of currency charged to the registrant's credit card.
  - **Coefficient** - The exchange rate used to display the converted amount of the Source Currency.
  - **Date** - The date the Spot Rate was created.
9. After the spot rate has been selected, or a new rate has been configured, click on the

**Save** button.

#### Related Content

- [How to update a Cloud Event's settings](#)