ClubRunner

[NOVA] How do I resend tickets to Cloud Events attendees?

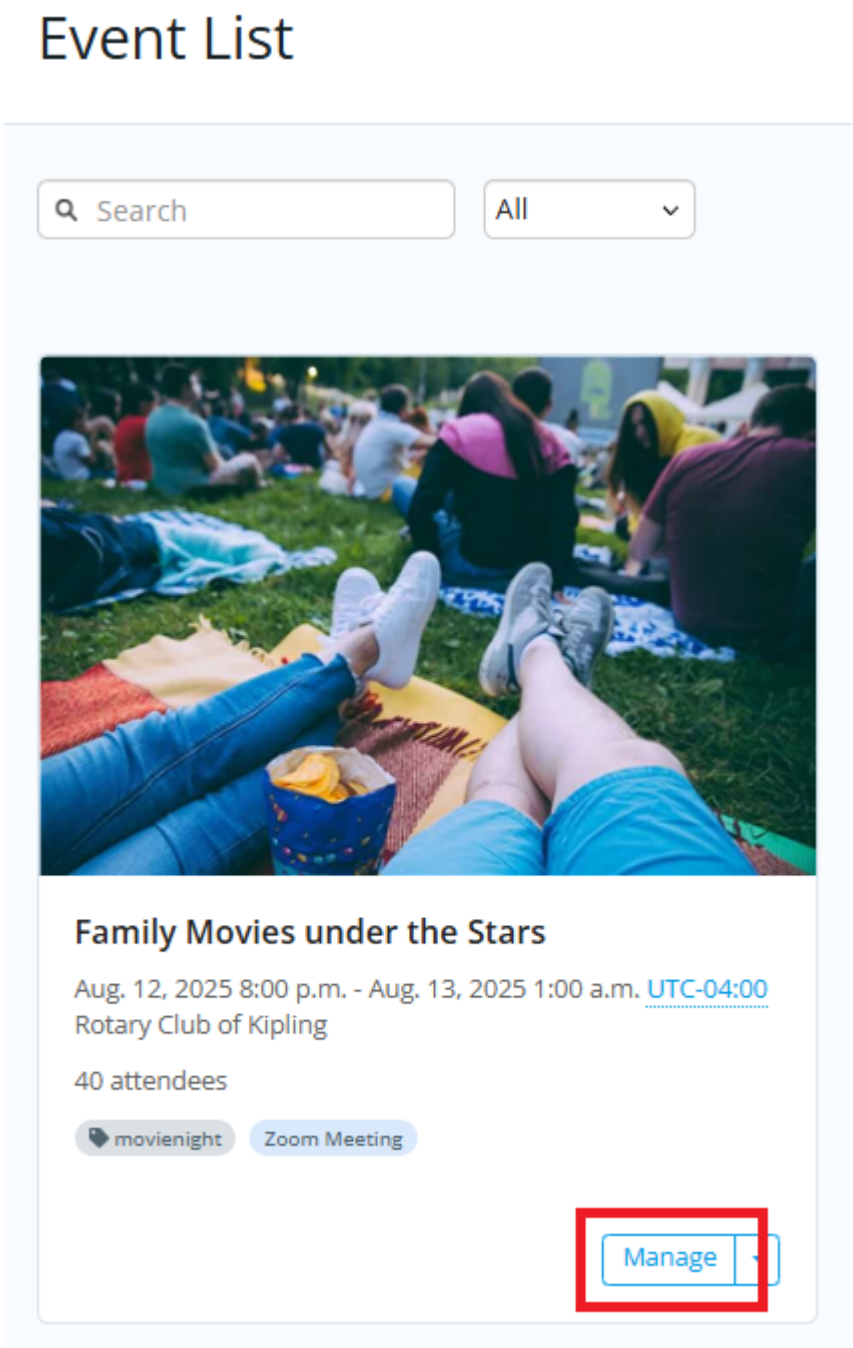
Michael M. - 2026-06-09 - Events

When attendees register for an event, they receive a confirmation email with a ticket attached, provided that this notification is enabled in the Event Settings. In the case that an attendee did not receive or cannot locate their ticket, you can resend it to their registered email address by following the steps below.

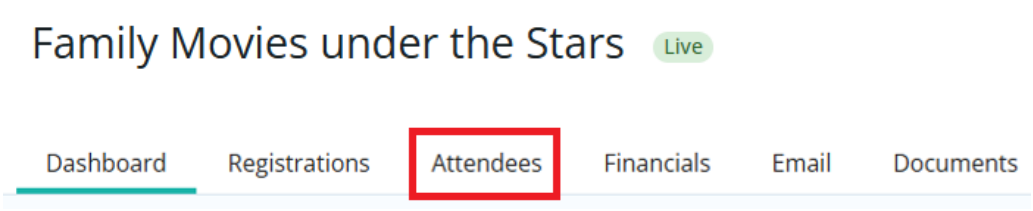
1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. **Alternatively, click here to go directly to the ClubRunner login page.**

2. Click **Events** in the main menu navigation, then click **Cloud Events.**

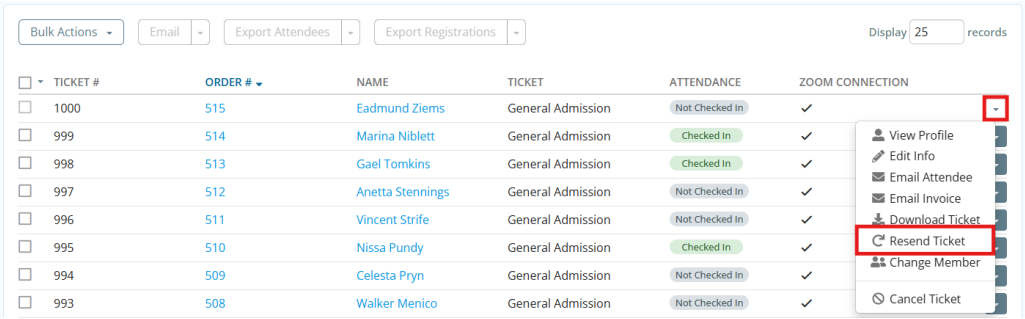
3. Click **Manage** on the event you would like to check attendees in for.



4. Click on the **Attendees** tab.



5. Scroll down to the list of attendees and locate the guest you wish to resend the ticket to. Click the **drop-down arrow** on the right-hand side, then click **Resend Ticket.**


Bulk Actions
Email
Export Attendees
Export Registrations
Display 25 records
TICKET #
ORDER #
NAME
TICKET
ATTENDANCE
ZOOM CONNECTION
1000 515 Eadmund Ziems General Admission Not Checked In
999 514 Marina Niblett General Admission Checked In
998 513 Gael Tomkins General Admission Checked In
997 512 Anetta Stennings General Admission Not Checked In
996 511 Vincent Strife General Admission Not Checked In
995 510 Nissa Pundy General Admission Checked In
994 509 Celesta Pryn General Admission Not Checked In
993 508 Walker Menico General Admission Not Checked In
View Profile
Edit Info
Email Attendee
Email Invoice
Download Ticket
Resend Ticket
Change Member
Cancel Ticket