

ClubRunner

[Help Articles](#) > [Nova](#) > [Events](#) > [\[NOVA\] How do I resend tickets to Cloud Events attendees?](#)

[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.

Event List

Search All



Family Movies under the Stars
Aug. 12, 2025 8:00 p.m. - Aug. 13, 2025 1:00 a.m. [UTC-04:00](#)
Rotary Club of Kipling
40 attendees

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

Family Movies under the Stars

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

<input type="checkbox"/>	TICKET #	ORDER # ▾	NAME	TICKET	ATTENDANCE	ZOOM CONNECTION	
<input type="checkbox"/>	1000	515	Eadmund Ziems	General Admission	Not Checked In	✓	▾
<input type="checkbox"/>	999	514	Marina Niblett	General Admission	Checked In	✓	▾
<input type="checkbox"/>	998	513	Gael Tomkins	General Admission	Checked In	✓	▾
<input type="checkbox"/>	997	512	Anetta Stennings	General Admission	Not Checked In	✓	▾
<input type="checkbox"/>	996	511	Vincent Strife	General Admission	Not Checked In	✓	▾
<input type="checkbox"/>	995	510	Nissa Pundy	General Admission	Checked In	✓	▾
<input type="checkbox"/>	994	509	Celesta Pryn	General Admission	Not Checked In	✓	▾
<input type="checkbox"/>	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