

# ClubRunner

Help Articles > Club Help > Club - Members' Guide > Events & Volunteers > Where else can members register for an event?

## Where else can members register for an event?

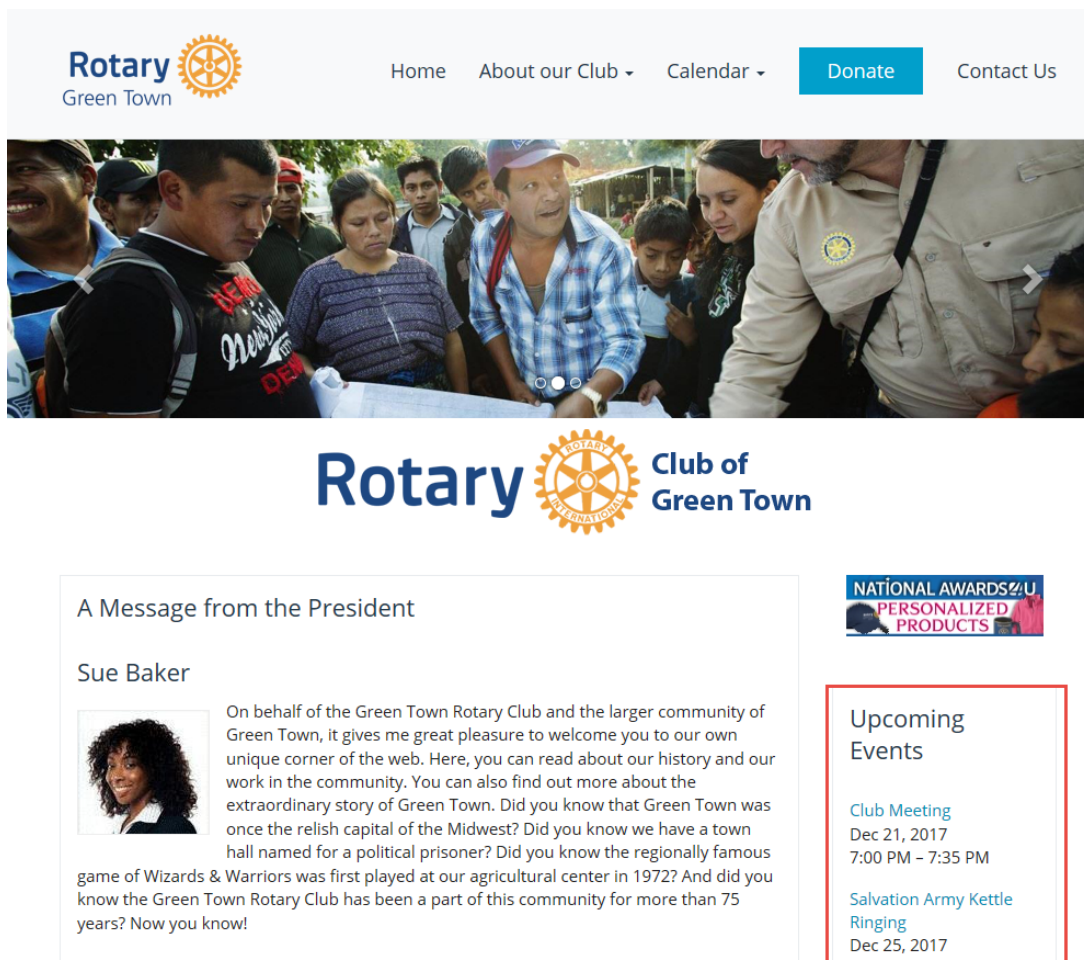
Mickey D. - 2021-12-10 - Events & Volunteers

As a club member, you have several options available to register yourself for an event. First, you can register through the Events 2.0 feature on your club homepage. For more information on that, refer to [this article](#). Your link will open in a new window.

However, there are additional options for accessing your registration.

### Register on the webpage

1. If your club has installed the **events widget** on the homepage, you 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 displays the homepage of the Rotary Club of Green Town. At the top left is the Rotary Green Town logo. The navigation menu includes 'Home', 'About our Club', 'Calendar', 'Donate', and 'Contact Us'. Below the navigation is a large photograph of a group of people, including a man in a Rotary uniform, gathered around a table. Underneath the photo is the 'Rotary Club of Green Town' logo. The main content area features a section titled 'A Message from the President' by Sue Baker, with a small profile picture of her. To the right of this message is a 'NATIONAL AWARDS' banner. On the far right, a red-bordered box titled 'Upcoming Events' 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.

2. To register for the event, click on the event name as displayed in the widget. This works whether or not you are logged in to the home site.

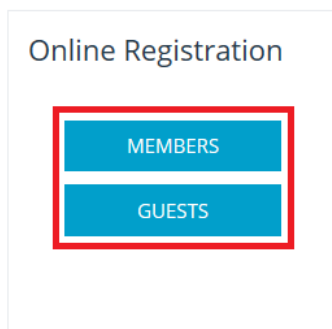


The widget is titled "Upcoming Events" and lists three events. The first event is "Club Meeting" on Dec 21, 2017, from 7:00 PM to 7:35 PM. The second event, "Salvation Army Kettle Ringing", is highlighted with a red rectangular border. It is scheduled for Dec 25, 2017. The third event is another "Club Meeting" on Dec 28, 2017, from 7:00 PM to 7:35 PM. At the bottom of the widget is a "View More..." link.

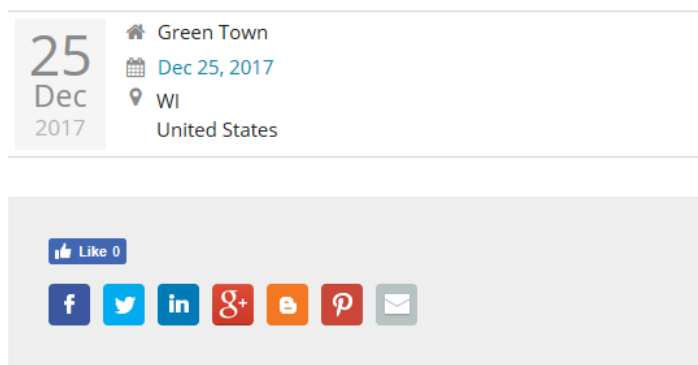
3. You are now on the event information page, containing details about the time and place of the event. On the left hand side of the page, you will see a section with the heading **Online Registration**. Under this heading is a button labelled **Members**. If non-member guests are permitted to register,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

## Salvation Army Kettle Ringing

Contact: [Zach](#)

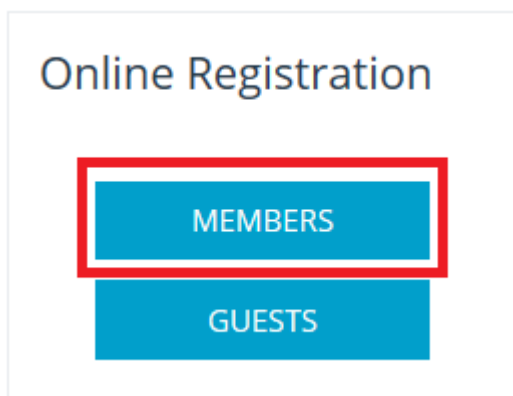


The "Online Registration" section contains two blue buttons: "MEMBERS" and "GUESTS". Both buttons are enclosed in a red rectangular border.



This section displays event details and social sharing options. On the left, a date widget shows "25 Dec 2017". To the right, the location is "Green Town, WI United States" and the date is "Dec 25, 2017". Below this is a "Like 0" button and a row of social media icons for Facebook, Twitter, LinkedIn, Google+, Email, and Pinterest.

4. If you are logged in, clicking on **Members** will take you to the event registration screen. If you are not logged in, you will be prompted to do so, then taken to the event registration screen.



5. You are now on the event page, where you can register, decline, invite guests and pay for registration. Under the heading Register Me, you will see two buttons. Click **Register Me** if you wish to attend the event, and **Decline** if you do not.

Register Me

You are currently not registered for this event.

[See Who Else is Registered](#)

Decline Register Me

6. When you click **Register Me**, you will be given a chance to confirm your contact details in the fields provided. Click **Confirm** to save your information, or **Cancel** to discard any change you have made.

You can change your contact information, to register click on 'Confirm' button

First Name:   
Last Name:   
Email:   
Phone:

Cancel Confirm

7. Beneath the Register Me box, you will see a box with the header **Guests**. Here, you can register a non-member guest, such as a spouse or friends. Click the blue **Register Additional Guests** button to do this.

Guests:

If you wish to bring along family members or friends, you may also register them by clicking on the 'Register Additional Guests' button below.

Register Additional Guests

Guests:	Confirmation No.	Actions
No Registered Guests		

8. You will now be prompted to enter contact details for your non-member guest. The **First Name** and **Last Name** fields are mandatory. When you have finished entering these details, click **Save** to add your guest, or **Cancel** to discard the information.

## Guests:

If you wish to bring along family members or friends, you may also register them by clicking on the 'Register Additional Guests' button below.

[Register Additional Guests](#)

Guests:	Confirmation No.	Comments	Actions
First Name: <input type="text" value="Mary"/>		Email: <input type="text" value="mjane@email.com"/>	Cancel <input type="button" value="Save"/>
Last Name: <input type="text" value="Jane"/>		Phone: <input type="text" value="123-456-7890"/>	
Tag Text: <input type="text" value="MaryJane"/>			
<i>This appears below the name on badges, and is generally used for the club name or title.</i>			
<input checked="" type="checkbox"/> I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Purple Metro as described in this <a href="#">Privacy Policy</a> . They understand that they may receive emails regarding this event and other relevant information, and can opt out at any time.			





9. Finally, 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: \$20.00 USD

\* indicates a required field.

Card Type        

Card Number  \*

Expiry Date  \* /  \*  
Format: MM / YYYY

Card Security Code

Name on Card  \*

Address 1:  \*

Address 2:

City:  \*

Country:  \*

State:

Zip Code:

Phone Number  \*

Email  \*

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**.

Enter text as seen in this image:



SUBMIT REGISTRATION

## Register through email

The event chair or your club executives have the option to email an event invitation. You can use the link in this email to register yourself or your guests.

1. Sign in to your personal email account, and open the email invitation. It will contain a brief message and outline of the event, and a link labelled **Attend or Decline**. Click on that link.

Dear Bill Barnes,

You are invited to the Christmas Party. Please click on the button below to attend or decline. You can also book family and friends.

**Event:** Christmas Party  
**Date:** Dec 20, 2014 at 07:00 PM - 09:00 PM  
**Fee:** \$10.00  
**Location:** Eugene V. Debs Memorial Hall  
[View](#) 135 Herbert St.  
[Map](#) Testerville, WI 1234  
United States  
**Details: Happy Holidays!**

Join us in a celebration of the season, on Dec. 20 at the Eugene V. Debs Memorial Hall in downtown Testerville. Family and friends are welcome to attend. At 8 PM, a special visitor will distribute small presents to children 12 and under.

[Attend or Decline](#)

Thank you  
For Rotary Club of Testerville  
Bill Barnes (Event Chair)

This message is automatically generated by [ClubRunner](#).

2. You are now on an event services page, where you can register for the event, decline to attend, register non-member guests, and handle payment for the event. To register, click **Register Me**. If you do not wish to attend, click **Decline**.

[Register Me](#)

You are currently not registered for this event.

[See Who Else is Registered](#)

[Decline](#) [Register Me](#)

3. Beneath the Register Me box, you will see a box with the header **Guests**. Here, you can

register a non-member guest, such as a spouse or friends. Click the **Register Additional Guests** button to do this.

Guests:

If you wish to bring along family members or friends, you may also register them by clicking on the 'Register Additional Guests' button below.

[Register Additional Guests](#)

Guests:	Confirmation No.	Actions
No Registered Guests		

8. You will now be prompted to enter contact details for your non-member guest. The **First Name** and **Last Name** fields are mandatory. When you have finished entering these details, click **Save** to add your guest, or **Cancel** to discard the information.

#### 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





9. Finally, 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: \$20.00 USD

\* indicates a required field.

Card Type        

Card Number  \*

Expiry Date  \* /  \*  
Format: MM / YYYY

Card Security Code

Name on Card  \*

Address 1:  \*

Address 2:

City:  \*

Country:  \*

State:

Zip Code:

Phone Number  \*

Email  \*

10. 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**.

Enter text as seen in this image:



SUBMIT REGISTRATION

### Related Content

- [How do I pay for an event with credit card or check?](#)
- [How do I register myself for an event?](#)