ClubRunner

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.**

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.

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

View More...

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

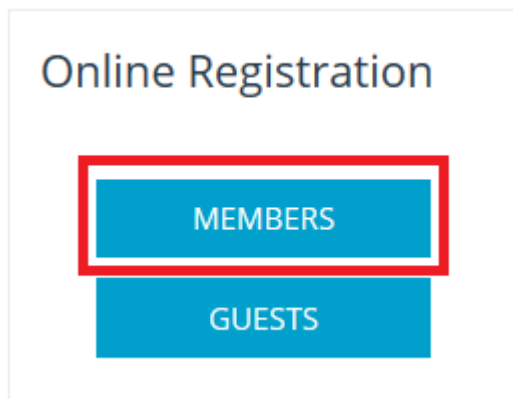Online Registration

MEMBERS

GUESTS

25
Dec
2017

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

👍 Like 0

4. If you are 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.

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.

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.

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.

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.

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:

6kawe8

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.

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.

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	○ VISA ○ MasterCard ○ AMERICAN EXPRESS ○ DISCOVER
Card Number	[_____] *
Expiry Date	[____] * / [____] * Format: MM / YYYY
Card Security Code	[_____]
Name on Card	[_____] *
Address 1:	[_____] *
Address 2:	[_____]
City:	[_____] *
Country:	[United States ▾] *
State:	[Wisconsin ▾]
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:

6kawe8

[_____]

SUBMIT REGISTRATION

Related Content

- How do I pay for an event with credit card or check?
- How do I register myself for an event?