

## How do I enter in a comped or free registration?

Omar S. - 2022-11-07 - MyEventRunner

On certain occasions you will need to enter in a comped or free registration for a guest or special person that does not need to pay for the registration.

**Please follow the outlined steps below to accomplish this task on MyEventRunner:**

1. Login to **MyEventRunner** and **Open** the event
2. Click on **Add Registration**.

**Note:** If you are registering a member that exists in the database, you can start by searching for their member profile. Otherwise, click on the **Add New Registration** link.

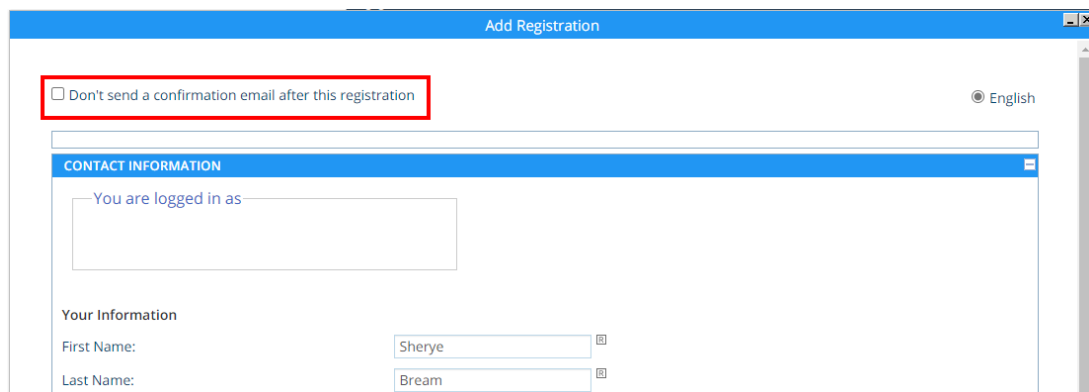
### Current Event

[Dashboard](#)

[Setup](#)

[Add Registration](#)

3. On the first page, select the registrant for this registration
4. After selecting the registrant, a new window will appear - make sure to select the checkbox at the top to NOT send a confirmation email (which would show the \$ value of the registration, causing confusion)



5. Continue through the registration as normal, selecting each package and option the registrant would like
6. After the registration is done, click **View Registrations** and open up the new

registration.

## Registrations

[View Registrations](#)

[View Attendees](#)

[View Payments](#)

[Prepare Name Tags](#)

7. Under Order Details, click on **Adjust Registration Fees**

Order Details [Edit Package & Add-ons](#)

Qty	Description	Price	Total
Sherye Bream			
1	Package - Package	25.00	25.00
			<b>Total: 25.00</b>

[Adjust Registration Fees](#)

8. Enter the \$0.00 (or any new amount) into the **Amount** field. A reference number is required as well.

## Adjust Registration Fee

Type of Adjustment: ☒ Discount ☐ Extra charge

Amount:  R

☐ Fed Tax  %

☐ State Tax  %

Reference No.:  R

Description:

[Save](#) [Cancel](#)

9. When finished, click **Save**.

## Adjust Registration Fee

Type of Adjustment:

☒ Discount ☐ Extra charge

Amount:

☐ Fed Tax  %

☐ State Tax  %

Reference No.:

Description:

Save

Cancel