

ClubRunner

Help Articles > MyEventRunner > MyEventRunner > How do I enter in a comped or free registration?

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.

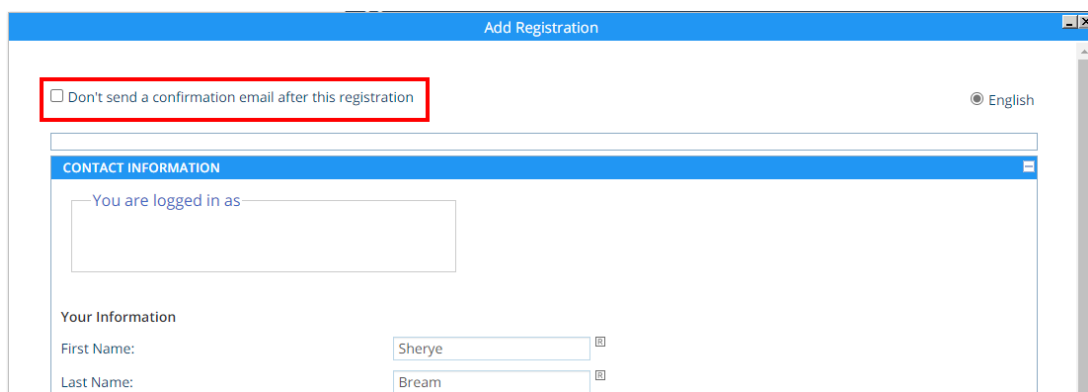
Current Event

[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)



The screenshot shows a web browser window titled "Add Registration". At the top, there is a checkbox labeled "Don't send a confirmation email after this registration" which is highlighted with a red rectangular box. To the right of this checkbox is a language selector set to "English". Below the checkbox is a search bar. Underneath the search bar is a blue header for "CONTACT INFORMATION" with a dropdown arrow. Below this header, it says "You are logged in as" followed by a dropdown menu. At the bottom, there is a section titled "Your Information" with two input fields: "First Name" containing the text "Sherye" and "Last Name" containing the text "Bream".

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
			Total: 25.00

[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: Ⓜ

Fed Tax %

State Tax %

Reference No.: Ⓜ

Description:

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

Adjust Registration Fee

Type of Adjustment:

Discount Extra charge

Amount:

Fed Tax %

State Tax %

Reference No.:

Description:

Save

Cancel