ClubRunner

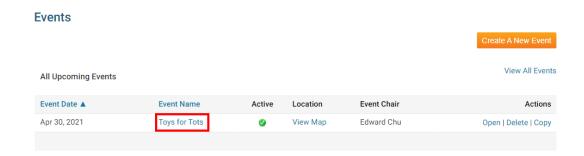
Help Articles > District Help > District - Administration Guide > Events & Calendar > How do I pay for an event with a check/credit card? (District)

How do I pay for an event with a check/credit card? (District) Zach W. - 2021-04-16 - Events & Calendar

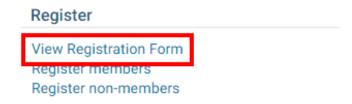
Event Planner permits you to make registration payments by credit card or check, and also lets you track payments made in person by cash.

Note: If the District is making use of the **Online Payment & eCommerce** module then you can pay for events online with credit card. If the district is not setup with this module, the only payment option available is payment by check. To find out more, **click here**.

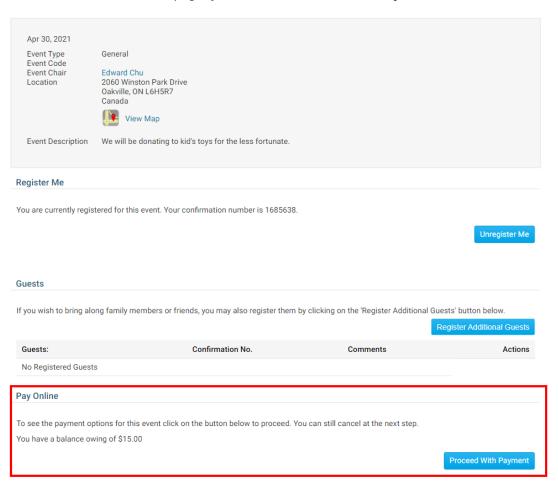
- 1. To access **Event Planner**, you must go to the District homepage and log in. Then, click on **Member Area** near the top right.
- 2. Along the top of the screen you will see several tabs. Click on the **Events** tab on the grey menu bar.
- 3. Then, click **Event Planner** on the blue menu bar.
- 4. You are now in **Event Planner.** Select the event you wish to pay for and click on the name.



5. On the Event's page, click View Registration Form under the Register heading.



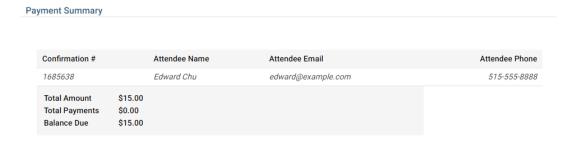
6. At the bottom of the next page, you'll see a section labelled **Pay Online**.



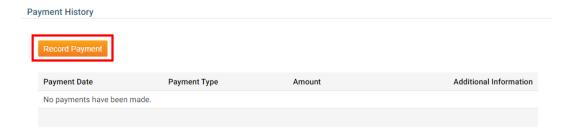
7. Click the button labelled **Proceed with Payment**. You are taken to a screen where you can view your outstanding payments, if any, and view your payment history. Let's look at each section in turn.

Payment Summary Attendee Email Attendee Phone Confirmation # Attendee Name 1685638 515-555-8888 Edward Chu edward@example.com **Total Amount** \$15.00 **Total Payments** \$0.00 Balance Due \$15.00 Payment History Payment Date Additional Information Payment Type Amount No payments have been made. Payment Pay By Credit Card Pay by check

8. The section titled **Payment Summary** details your confirmation number, name, email address and phone number. It also itemizes your due payments and provides a total.



9. The section titled Payment History displays the history of payments you've made for an event, if any. If you are the event chair, you can record a payment simply my clicking on the **Record Payment** button.

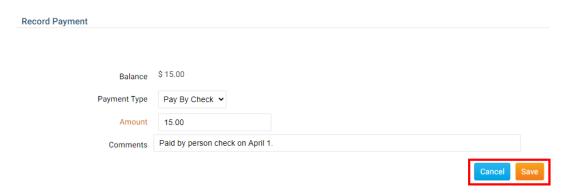


10. If you are the event chair, you can click **Record Payment** to make note of payments made in person by members. When you click this button, you can enter the amount paid, and the **Payment Type**, whether check or cash. You can also make notes about the

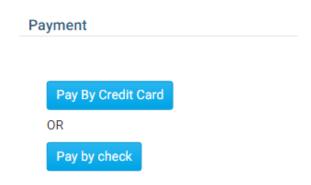
transaction, if needed, in the **Comments** field.

Record Payment					
	Balance	\$ 15.00]		
	ayment Type	Pay By Check 🕶			
	Amount	15.00			
	Comments	Paid by person check on April 1.			
			•	Cancel	Save

11. Click **Save** to record the payment, or **Cancel** to discard it. When the payment has been made you will see a record of the transaction in the **Payment History** table.



12. Finally, the Payment section allows you to select your online payment methods - credit card or cash. If either of these options have not been activated by the event chair, the buttons will be inactive. If both are inactive, payments cannot be made online. Credit card payments can only be accepted if your club is making use of the **Online Payment & eCommerce** module.



13. When you click on **Pay by Credit Card**, you are a taken to screen where you can enter your credit card details in the fields provided. When you have finished entering this information, click the **Submit** button at the bottom of the screen.

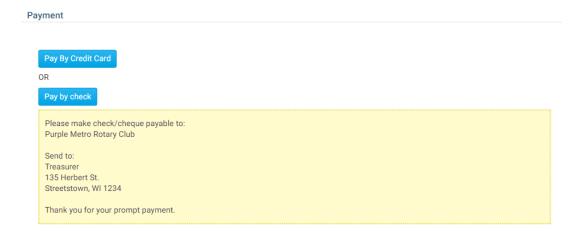
Note: Credit card information is sent securely to our partnered merchant providers. Upon successfully completing the transaction, you receive an email with an order and

confirmation number. ClubRunner does NOT have access to this information

Toys for Tots

Make a payment				
PST/State Tax: GST/Fed Tax: Amount you should pay:	\$ 0.00 \$ 0.00 \$ 15.00	USD		
Please fill in your credit card in	formation			
Payment Type		(VISA O VISA O COMPANI	
Credit Card Number				
Expiration Date			/ Format MMYY	
First Name		E	dward	
Last Name		(Chu	
Billing Address Line 1		2	3 Bradbury Street	
Billing Address Line 2				
City		(Green Town	
Country		C	Α	
State/Province		V	/I	
Zip/Postal Code		5	4459	
Phone Associated with Credit (Card	5	15-555-8888	
Email			dward@example.com	

14. When you click **Pay by Check**, a custom message appears, detailing how to pay by check.



Related Content

- How do I set up an event with Event Planner? (District)
- How do I register a guest for an event? (District)