

# ClubRunner

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## 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.

### Events

[Create A New Event](#)

All Upcoming Events [View All Events](#)

Event Date ▲	Event Name	Active	Location	Event Chair	Actions
Apr 30, 2021	<a href="#">Toys for Tots</a>	✓	<a href="#">View Map</a>	Edward Chu	<a href="#">Open</a>   <a href="#">Delete</a>   <a href="#">Copy</a>

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


### Register

[View Registration Form](#)

[Register members](#)

[Register non-members](#)

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

Apr 30, 2021  
Event Type General  
Event Code  
Event Chair Edward Chu  
Location 2060 Winston Park Drive  
Oakville, ON L6H5R7  
Canada  
 [View Map](#)

Event Description We will be donating to kid's toys for the less fortunate.

#### Register Me

You are currently registered for this event. Your confirmation number is 1685638.

[Unregister Me](#)

#### 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
No Registered Guests			

#### Pay Online

To see the payment options for this event click on the button below to proceed. You can still cancel at the next step.

You have a balance owing of \$15.00

[Proceed With Payment](#)

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

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Confirmation #	Attendee Name	Attendee Email	Attendee Phone
1685638	Edward Chu	edward@example.com	515-555-8888
Total Amount	\$15.00		
Total Payments	\$0.00		
Balance Due	\$15.00		

### Payment History

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[Record Payment](#)

Payment Date	Payment Type	Amount	Additional Information
No payments have been made.			

### Payment

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[Pay By Credit Card](#)

OR

[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.

### Payment Summary

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Confirmation #	Attendee Name	Attendee Email	Attendee Phone
1685638	Edward Chu	edward@example.com	515-555-8888
Total Amount	\$15.00		
Total Payments	\$0.00		
Balance Due	\$15.00		

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 by clicking on the **Record Payment** button.

### Payment History

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[Record Payment](#)

Payment Date	Payment Type	Amount	Additional Information
No payments have been made.			

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

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A screenshot of a web form titled "Record Payment". The form contains the following fields: "Balance" with a value of "\$ 15.00"; "Payment Type" with a dropdown menu set to "Pay By Check"; "Amount" with a text input field containing "15.00"; and "Comments" with a text input field containing "Paid by person check on April 1.". At the bottom right of the form are two buttons: "Cancel" (blue) and "Save" (orange). A red rectangular box highlights the "Payment Type", "Amount", and "Comments" fields.

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.

#### Record Payment

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A screenshot of a web form titled "Record Payment". The form contains the following fields: "Balance" with a value of "\$ 15.00"; "Payment Type" with a dropdown menu set to "Pay By Check"; "Amount" with a text input field containing "15.00"; and "Comments" with a text input field containing "Paid by person check on April 1.". At the bottom right of the form are two buttons: "Cancel" (blue) and "Save" (orange). A red rectangular box highlights the "Cancel" and "Save" buttons.

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.

#### Payment

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Pay By Credit Card

OR

Pay by check

13. When you click on **Pay by Credit Card**, you are taken to a 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: \$ 0.00  
GST/Fed Tax: \$ 0.00  
Amount you should pay: \$ 15.00 USD

Please fill in your credit card information

Payment Type



Credit Card Number

Expiration Date

 /  Format MMY

First Name

Last Name

Billing Address Line 1

Billing Address Line 2

City

Country

State/Province

Zip/Postal Code

Phone Associated with Credit Card

Email

Submit

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

### Payment

Pay By Credit Card

OR

Pay by check

Please make check/cheque payable to:  
Purple Metro Rotary Club

Send to:  
Treasurer  
135 Herbert St.  
Streetstown, WI 1234

Thank you for your prompt payment.

## Related Content

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