ClubRunner

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	Toys for Tots	✅	View Map	Edward Chu	Open | Delete | Copy

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**.

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

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

Record Payment

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

Payment

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

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

Payment History

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.

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:	$ 0.00	
GST/Fed Tax:	$ 0.00	
Amount you should pay:	**$ 15.00**	USD

Please fill in your credit card information

Payment Type	◉ VISA ○ VISA DEBIT ○ MasterCard ○ AMERICAN EXPRESS ○ DISCOVER
Credit Card Number	
Expiration Date	☐ / ☐ Format MMYY
First Name	Edward
Last Name	Chu
Billing Address Line 1	23 Bradbury Street
Billing Address Line 2	
City	Green Town
Country	CA
State/Province	WI
Zip/Postal Code	54459
Phone Associated with Credit Card	515-555-8888
Email	edward@example.com

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)