

ClubRunner

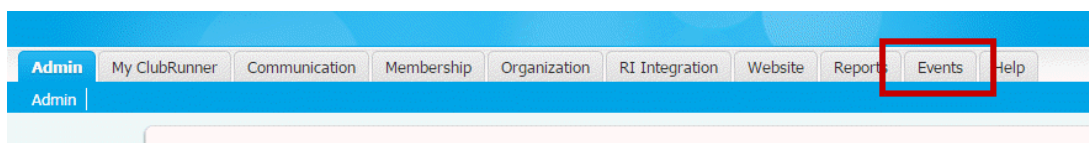
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How do I register non-members in Event Planner?

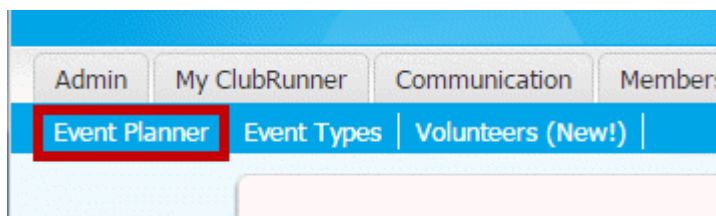
Omar S. - 2021-03-22 - Events & Calendar

If you are the chair of an event you have the power to register non-members as special guests of your event. This function is useful for inviting family and friends, or special guests from the community. Club executives and members with administrator access can also do this. To register non-members, you must access **Event Planner**. 1. To access **Event Planner**, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.

2. Along the top of the screen you will see several tabs. Click on the **Events** tab on the far right of the top toolbar.



3. At the left side of the screen, options will appear. Click on **Event Planner**.



4. You are now on the **Event Planner** page. Select the event for which you wish to register other members and click on the name of the event.

Events

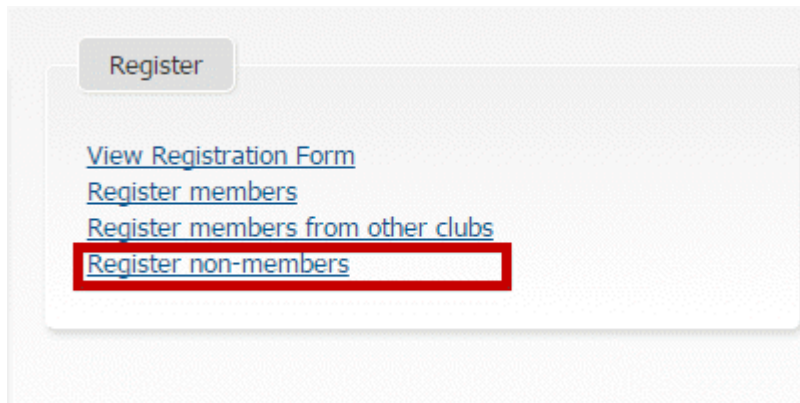
[Create A New Event](#)

All Upcoming Events [View All Events](#)

Event Date ▲	Event Name	Active	Location	Event Chair	Actions
Dec 20, 2014	Christmas Party	✓	Eugene V. Debs Memorial Hall	Carlos Salvador	Open Delete Copy

5. You are now on the **Event Services Page**, which outlines the details of the event and provides links to event tools. Just below the details is a shaded box labelled **Register**. This

section gives you as event chair the ability to register or decline members of other club for the event. Click **Register non-members**.



6. On this screen, you can see a summary of the event details, and a list of current guests, if any.

Christmas Party

[Back to Event Services](#)

A card for a 'Christmas Party' event. On the left is a photo of a Christmas stocking. On the right, the event details are listed: 'Dec 20, 2014 at 07:00 PM - 09:00 PM', 'Event Type: General', 'Event Chair: Bill Barnes', and 'Location: Eugene V. Debs Memorial Hall, 135 Herbert St., Testerville, WI 1234, United States'. There is a 'View Map' button with a location pin icon.

A table titled 'Register guests' with a 'Sort By First Name' button. The table has columns for 'Guests:', 'Attending', 'Balance Owing', 'Comments', and 'Additional'. The 'Additional' column contains a 'Register Additional Guests' button, which is highlighted with a red box. The table currently shows 'No Registered Guests'.

7. Click **Register Additional Guests** to add your non-member guests.

A second view of the 'Register guests' table, identical to the previous one, but with the 'Register Additional Guests' button in the 'Additional' column highlighted with a red box.

8. On the next page, you may add the contact details for your guest in the fields provided. The **First Name**, **Last Name** and **Email** fields are required.

Register guests

Sort By First Name Register Additional Guests

Guests:	Attending	Balance Owing	Comments	Additional
First Name: <input type="text" value="Hugo"/> Email: <input type="text" value="hgernsback@testervillenet.cc"/>				Save Cancel
Last Name: <input type="text" value="Gernsback"/> Phone: <input type="text" value="715-555-1890"/>				
Confirmation No.: [New] Tag Name: <input type="text" value="Hugo"/>				

9. When you have finished entering their contact details, click **Save** to register the guest. Or, click **Cancel** if you wish to discard the information you have entered.

Register guests


Sort By First Name Register Additional Guests

Guests:	Attending	Balance Owing	Comments	Additional
First Name: <input type="text" value="Hugo"/> Email: <input type="text" value="hgernsback@testervillenet.cc"/>				Save Cancel
Last Name: <input type="text" value="Gernsback"/> Phone: <input type="text" value="715-555-1890"/>				
Confirmation No.: [New] Tag Name: <input type="text" value="Hugo"/>				

10. Once you hit **Save**, you'll be returned to the guest registration page. You will see the new guest you have added. If you wish to edit their contact details, click on the pencil icon to the left of their name.

Register guests


Sort By First Name Register Additional Guests

Guests:	Attending	Balance Owing	Comments	Additional
 Gernsback, Hugo	<input type="button" value="Cancel"/>	10.00 <input type="button" value="Pay"/>		<input type="button" value="Add Guests"/>

11. You may unregister the guest by clicking **Cancel**. This will delete their information.

Register guests

Sort By First Name Register Additional Guests

Guests:	Attending	Balance Owing	Comments	Additional
 Gernsback, Hugo	<input type="button" value="Cancel"/>	10.00 <input type="button" value="Pay"/>		<input type="button" value="Add Guests"/>


12. As the event chair or as a system administrator, you have the ability to pay for a guest. Click on the blue **Pay** button under the **Balance Owing** column. This will take you to a payment screen.

Note: For more information on registration payments [click here](#). Your link will open in a

new window.

Register guests

Sort By First Name Register Additional Guests

Guests:	Attending	Balance Owing	Comments	Additional
 Gernsback, Hugo	Cancel	10.00 Pay		Add Guests

Related Content

- [How do I create an event in Event Planner?](#)