

# ClubRunner

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## How do I view the registration report?

Omar S. - 2021-04-07 - Reports

### Registrations - View Registrations

#### Registrations

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[View Attendees](#)

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After you click on the **View Registrations** link the registrations list will display. This section is used as an overview of all registrants; within this section the following options can be customized to better organize a complete report. The registrations are color coded based on if the attendee has paid, has a balance owing, has a credit, or was canceled.

#### Registration List

Search

Search by First / Last name or Reg #

Filter Results

Payment Status  All  Paid  Unpaid

Registration Status:

Registrations Per Page

REMIND ALL Export To Excel: Basic | Full

| Reg # ▲ | Name                | Spouse/Partner | Reg Date    | Reg Total | Payments | Balance Owing | Actions  |
|---------|---------------------|----------------|-------------|-----------|----------|---------------|--|
| 621494  | Augus, Rachel       |                | Apr 07 2021 | 0.00      | 100.00   | -100.00       | <a href="#">Reminder</a>   <a href="#">Open</a>   <a href="#">Delete</a> |
| 621495  | Augus, Mikazuki     |                | Apr 07 2021 | 0.00      | 0.00     | 0.00          | <a href="#">Open</a>   <a href="#">Delete</a>                            |
| 621497  | Siegfried, Johndell |                | Apr 07 2021 | 0.00      | 0.00     | 0.00          | <a href="#">Reminder</a>   <a href="#">Open</a>   <a href="#">Delete</a> |
| 621499  | Piazza, Michael     |                | Apr 07 2021 | 0.00      | 0.00     | 0.00          | <a href="#">Reminder</a>   <a href="#">Open</a>   <a href="#">Delete</a> |
| 621501  | Wallace, Barret     |                | Apr 07 2021 | 0.00      | 0.00     | 0.00          | <a href="#">Reminder</a>   <a href="#">Open</a>   <a href="#">Delete</a> |
| 621503  | Lockhart, Tifa      |                | Apr 07 2021 | 0.00      | 0.00     | 0.00          | <a href="#">Reminder</a>   <a href="#">Open</a>   <a href="#">Delete</a> |
| 621508  | Delamar, Guy        |                | Apr 07 2021 | 25.00     | 0.00     | 25.00         | <a href="#">Reminder</a>   <a href="#">Open</a>   <a href="#">Delete</a> |

Total Registration(s) (include Cancellations): 7

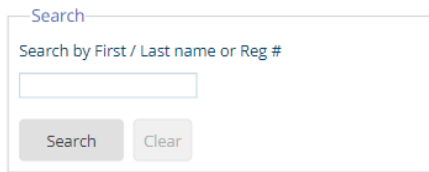
#### Legend

|  |  |
|--|--|
|  | Registration has been Completed & Paid                                     |
|  | Registration has a Balance Owing   |
|  | Registration has a Credit (Overpaid)                                       |
|  | Registration has been Cancelled ( <b>May require a refund or payment</b> ) |

**Note:** If a member or public tries to register for the event with an invalid credit card number, it will save the registration with no payment. The person will display as balance

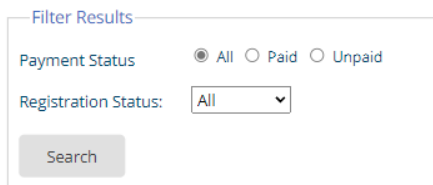
owing.

**Search:** Allows the Event organizer to search the list of registered individuals by First name, Last name or Registration number.



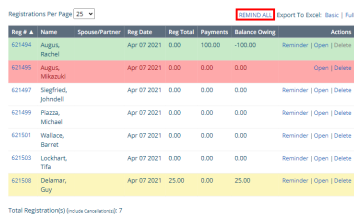
Search  
Search by First / Last name or Reg #  
[Input Field]  
Search Clear

**Filter Results:** This function provides a list of registrants based on whether their status is Paid or Unpaid.



Filter Results  
Payment Status:  All  Paid  Unpaid  
Registration Status: All  
Search

- **Remind All:** This will send an email to all members that are undecided for the event.



| Reg #  | Name              | Spouse/Partner | Reg Date    | Reg Total | Payments | Balance Owing | Actions                  |
|--------|-------------------|----------------|-------------|-----------|----------|---------------|--------------------------|
| 621454 | Augus, Rachel     |                | Apr 07 2021 | 0.00      | 100.00   | -100.00       | Reminder   Open   Delete |
| 621468 | Augus, Mikazuki   |                | Apr 07 2021 | 0.00      | 0.00     | 0.00          | Open   Delete            |
| 621467 | Siegfried, Jimmie |                | Apr 07 2021 | 0.00      | 0.00     | 0.00          | Reminder   Open   Delete |
| 621469 | Piazza, Michael   |                | Apr 07 2021 | 0.00      | 0.00     | 0.00          | Reminder   Open   Delete |
| 621501 | Wallace, Brent    |                | Apr 07 2021 | 0.00      | 0.00     | 0.00          | Reminder   Open   Delete |
| 621503 | Lockhart, Tifa    |                | Apr 07 2021 | 0.00      | 0.00     | 0.00          | Reminder   Open   Delete |
| 621500 | Diedman, Guy      |                | Apr 07 2021 | 25.00     | 0.00     | 25.00         | Reminder   Open   Delete |

- **Export to Excel:** This option will load all Registrant data within the page to an Excel Spreadsheet. Basic has limited information. Full has all of the information.



- **Reminder:** This option will send a statement of the balance owing to Attendees email address.
- **Open:** This link will lead to an overview page of the Attendees information. Within this section the Event Organizer can make changes to the information made by Attendee.
- **Delete:** Selecting this option will remove the user registration from the system.

**Note:** The **balance owing** must be the whole amount or the Delete link will be disabled! If the attendee made a partial or full payment then they will need to be refunded before their registration could be deleted.

