

ClubRunner

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How does a guest register for an event?

Mickey D. - 2021-01-19 - Events & Volunteers

If your club event is open to members of the public, they have the option to register themselves on your club webpage. They can also add additional guests and pay for their registration.

1. If your club has installed the **events widget** on the homepage, visitors will see a listing of upcoming events on your club webpage. The location of the events widget varies according to the desires of your club. In the example below, you can see the events widget in the middle of the page, under the heading of **Upcoming Events**.



The screenshot shows the homepage of the Rotary Club of Green Town. At the top, there is a navigation bar with the Rotary Green Town logo on the left, and links for Home, About our Club, Calendar, Donate, and Contact Us. Below the navigation bar is a large banner image showing a group of people, including a man in a Rotary uniform, looking at a document. Below the banner is the Rotary Club of Green Town logo. The main content area is divided into three sections: a message from the president, a list of upcoming events, and a promotional banner for National Awards. The upcoming events section is highlighted with a red border and contains the following information:

Upcoming Events	
Club Meeting	Dec 21, 2017 7:00 PM - 7:35 PM
Salvation Army Kettle Ringing	Dec 25, 2017

2. To register for the event, click on the event name as displayed in the widget.

Upcoming Events

[Club Meeting](#)
Dec 21, 2017
7:00 PM – 7:35 PM

[Salvation Army Kettle Ringing](#)
Dec 25, 2017

[Club Meeting](#)
Dec 28, 2017
7:00 PM – 7:35 PM

[View More...](#)

3. You are now on the event information page, containing details about the time and place of the event. On the left hand side of the page, you will see a section with the heading **Online Registration**. Under this heading is a button labelled **Members**. If non-member guests are permitted to register, there will also be a **Guests** button.

Salvation Army Kettle Ringing

Contact: [Zach](#)

Online Registration

[MEMBERS](#)

[GUESTS](#)

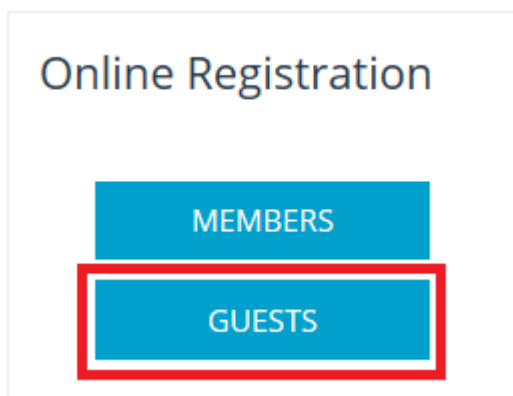
25 Dec 2017

🏠 Green Town
📅 Dec 25, 2017
📍 WI United States

👍 Like 0

[f](#) [t](#) [in](#) [g+](#) [B](#) [p](#) [✉](#)

4. If you are a non-member, click **Guests**.



5. On the guest registration screen, you are asked to fill in basic contact details in the fields provided. The **First Name**, **Last Name** and **Email** fields are required to save your registration.

Guests

Please enter each guest's information and once all people have been added, click on the "Register all guests" button below.

First Name:	<input type="text" value="Alex"/>	*
Last Name:	<input type="text" value="Daniels"/>	*
Email:	<input type="text" value="alex@example.com"/>	*
Phone:	<input type="text"/>	
Tag Text:	<input type="text"/>	

This text will appear below the name, and is generally used for the club name or title.

* indicates a required field.

CANCEL

SAVE

6. When you are complete, click on **Save**. If you wish to discard the information you entered, press **Cancel**.

Guests

Please enter each guest's information and once all people have been added, click on the "Register all guests" button below.

First Name:	<input type="text" value="Alex"/>	*
Last Name:	<input type="text" value="Daniels"/>	*
Email:	<input type="text" value="alex@example.com"/>	*
Phone:	<input type="text"/>	
Tag Text:	<input type="text"/>	

This text will appear below the name, and is generally used for the club name or title.

* indicates a required field.

CANCEL

SAVE

7. You now have the option to register another guest, by clicking on the button marked **Add another person**. You may also **edit** or **delete** your own contact details with the links

provided.

Guests

Please enter each guest's information and once all people have been added, click on the "Register all guests" button below.

Guests

Alex Daniels

Actions

[Edit](#) | [Delete](#)

[ADD ANOTHER GUEST](#)

8. If there is a fee associated with the event, you will also see a box marked **Pay Online**. Enter the information in the fields provided.

Note: All ClubRunner transactions are handled by a secure payment provider, and neither ClubRunner or Rotary International have access to your credit card details.

Pay Online

Total owing for this registration: \$10.00

* Payment Type: VISA MasterCard American Express DISCOVER

* Card Number:

* Expiry Date: /
format MM / YYYY

* Name on Card:

* Card Security Code:

* Address 1:

Address 2:

* City:

* Country:

* State:

* Zip Code:

* Phone Number:

* Email:

9. At the bottom of the **Pay Online** box, you are presented with a security feature. You will see an image of random text and letters on a background that slightly obscures or distorts the text. This feature prevents an automated or fake registrations, and helps ensure every registrant is a real person. Enter the letters and numbers you see in the image in the field provided, and then click **Register**.

Submit Registration

Enter the text in the image, then
click the "Register all guests"
button below



Related Content

- [How do I register a guest for an event?](#)