ClubRunner

How to accept a different currency for a Cloud Event

Michael C. - 2024-07-30 - Events & Calendar

Changing an event's currency

Note

An event's selected currency can only be changed if there are no existing registrations.

1. To access **Cloud Events**, you must go to your website's homepage and log in. [For more information on how to login, click here.](#)

2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events.**

3. Click the **Manage** button for the event you would like to edit the settings for.

4. Near the top right, click on the **Setup** button.

5. Next, click on the **Settings** button in the blue menu.

6. Under the Currency section, click on the **Edit** button.

7. The Update Currency window will appear. Select the **Event currency** you would like to use for your event.

- **Account currency -** The default currency for your account.

- **Event currency -** The currency you would like to accept payments with for your event.

8. Once the currency has been selected, you may create, or choose an existing **Spot Rate.** The spot rate stores details about the currencies and their coefficient, which can be saved and used for future events.

- **Source currency** - The account's currency. This amount will be shown on pages like the Order list page, Invoice list page, and other areas.

- **Destination currency** - The currency taken. This would be the type of currency charged to the registrant's credit card.

- **Coefficient** - The exchange rate used to display the converted amount of the Source Currency.

- **Date -** The date the Spot Rate was created.

9. After the spot rate has been selected, or a new rate has been configured, click on the

Save button.

Related Content

- [How to update a Cloud Event's settings](#)