

ClubRunner

Help Articles > Club Help > Club - Administration Guide > Events & Calendar > How to accept a different currency for a Cloud Event

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.

Canada Day RibFest! Live Copy Delete Close Registrations View

Dashboard Orders Attendees Email Documents Setup

Details Landing Page Tickets & Ecommerce Form **Settings**

Event Details Edit

Name
Canada Day RibFest!
Code
RF23
Date and Time

Venue and Location Edit

Event Venue Echo Valley Park
Location 1124 Kipling Avenue
Toronto, ON
Canada
[Remove Address](#)

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

Currency Edit

Event currency US Dollar

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

Update Currency [X]

Account currency US Dollar

Event currency **US Dollar** ▾

Cancel Save

- **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.

Update Currency [X]

another payment account in the **Payment Options** section.

Account currency US Dollar

Event currency CAD Dollar ▾

Spot rate **Create new spot rate** ▾

Create New Spot Rate

Source currency US Dollar ▾

Destination currency CAD Dollar ▾

Coefficient 1

Date May 17, 2023 📅

Cancel Save

- **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](#)