

Conference Online Registration Help

Registration Tutorial

Many attendees might just click on buttons and, with the text on each screen this should be straightforward, however it will help your registration process if you read these Registration Instructions first.

We are using the District 9970 new ClubRunner software to manage the District Conference Registrations and Payment.

The setup is an interim one so has a couple of behavioural nuances to consider.

Before you even start to register, please decide if you will pay by Credit Card, Bank Deposit or Cheque. If you pay by Credit Card the fee is slightly higher to cover service fees and commissions. PayPal accepts VISA, MasterCard or American Express.

New Phone Booking Option

If you struggle with technology, we have introduced a “phone booking” option.

Call Courtney Architects in Christchurch at 03 352 2063 during normal business hours. Ask for Cheryl Denhard. As this is a business she may have to call you back. Please note that phone bookings must be paid by Bank Deposits or Cheque.

Registration

The registration process is quite simple. You simply fill in the online form with your details and partner’s details. Some fields have tiny square boxes next to them. This means you must complete this field (it is not optional).

Note that, on the top of the form is a link (View Registered Attendees List) to see who has already registered. Click on this link to see the list. This is what is called a “pop-up”. Your security on your internet browser may come up with a tiny box saying “pop-ups blocked.” If this happens, click on the tiny box and select “Always allow popups from https://crsadmin.com”. This will show a list of who has already attended.

When you have completed the registration form page please click “Select Options”. This takes you to the screen where you select how you much you will pay. This is the *only* place you can choose how much you pay. Choose the package that matches your payment type (as described above). It is important that the package you choose matches the way you will end up paying.

Then you have the option to go on the very special “Two-hour Rotary Walking Tour of Christchurch Rebuild” (see Sunday Events Page for details). Put the number “1” in the selections box for each person who wants to go on the tour.

The Total to be paid is at the bottom of the page. Please click on “Answer Questions”.

You will be asked three questions to help with conference planning and marketing. Please answer the questions then click the link “Continue to Payment Selection.”

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Select your Payment Type.

Note that, although we use the PayPal service you do not need to login to PayPal to pay by Credit Card. The two services are entirely independent.

PAYING BY CREDIT CARD (VISA, MasterCard or American Express)

If paying by Credit Card go to the box titled “Pay by PayPal” and follow the process to enter your details and complete the payment. Note, if the next page asks you to login then ignore this and select the “Pay with Debit or Credit Card” button at the bottom of the screen then enter details.

Note: you can only pay the full amount owed.

This completes your registration. You will receive an email with all your registration details.

NOT PAYING BY CREDIT CARD

If not paying by Credit Card, click the box “Pay by Check”. This completes your registration. The details of how to pay by Cheque or Bank Deposit are on the screen however you will receive an email with all your registration details and instructions for payment.

It is expected that you will make the Bank Deposit or mail the Cheque immediately.

Your confirmation email will come for the Rotary Club of Papanui and will have an assigned Registration Number.

If you have issues, please email papanuirotary@gmail.com.