

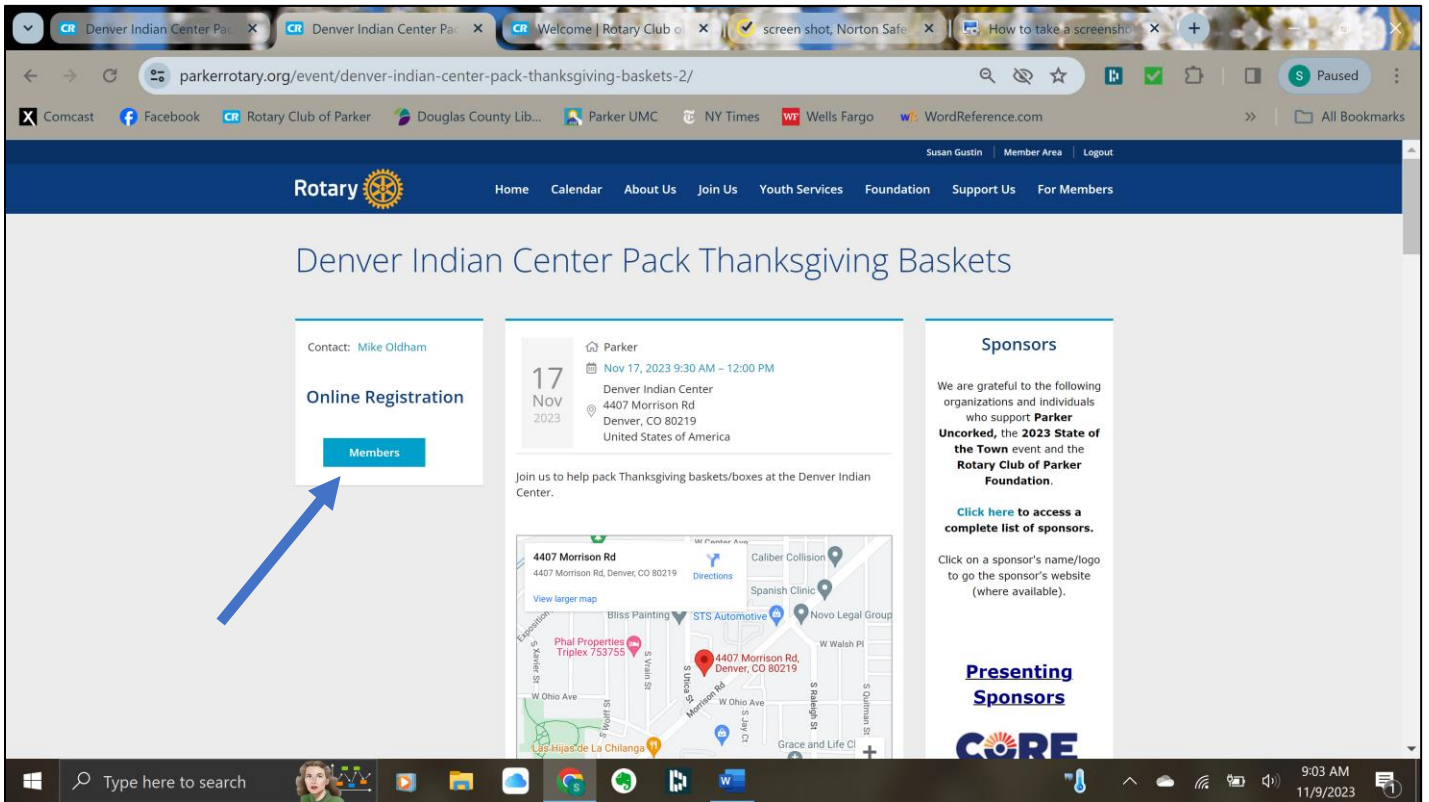
How to register online for an event or service project

- Go to the club website (www.parkerrotary.org)
- Click on the **Calendar** link in the menu bar at the top of the screen
- Once you are on the **Calendar** (sample shown below),
 - Locate the event/service project you wish to sign up for.
 - **Click on that event in the calendar.**

The screenshot shows a web browser displaying the Parker Rotary Club calendar. The URL is parkerrotary.org/events/calendar. The page features a navigation bar with the Rotary logo and links for Home, Calendar, About Us, Join Us, Youth Services, Foundation, Support Us, and For Members. The main content area is titled "Calendar" and includes a "Print Version" link and tabs for "Calendar", "Grid", and "List". The calendar is for November 2023 and shows various events such as "Arlene Scholand - Community Health Educator", "2023-2024 Board of Directors (Virtual)", "Membership Committee Meeting", "Denver Indian Center Pack Thanksgiving Baskets", "FBI Special Agent Brian Blouin (Boy Scout)", "Youth Service Committee Meeting", "Denver Indian Center Pack Thanksgiving Baskets", "No meeting - Happy Thanksgiving!", "Holiday Party", "Project CUBE November 2023", and "Salvation Army Bell Ringing Dec. 2". To the right of the calendar is a "Sponsors" section with the text: "We are grateful to the following organizations and individuals who support Parker Uncorked, the 2023 State of the Town event and the Rotary Club of Parker Foundation. Click here to access a complete list of sponsors. Click on a sponsor's name/logo to go to the sponsor's website (where available)." Below this text are logos for "Presenting Sponsors" including CORE ELECTRIC COOPERATIVE, BIG STUFF! FOOD LLC, and Platinum Sponsor.

You will get the page for the event/service project (sample shown below). It will provide details on the event, including a map of the location.

- To register for the event, click on the turquoise button in the left-hand window, under the label **Online Registration**. This button will most often say **Members**.

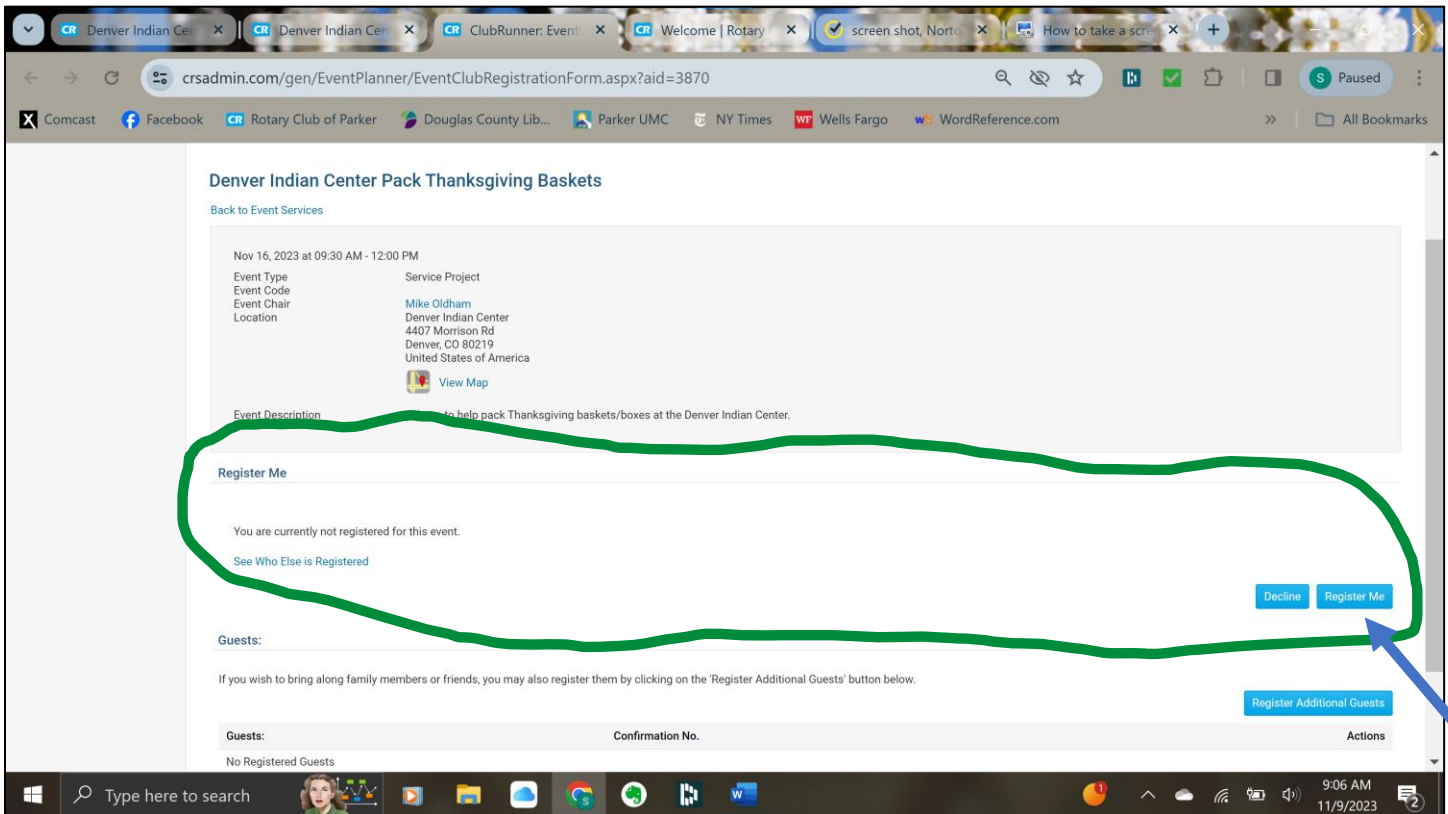


If you have not already logged into ClubRunner, you will be asked to log in before continuing.

Once you have logged in, you will be taken to a screen similar to the one below.

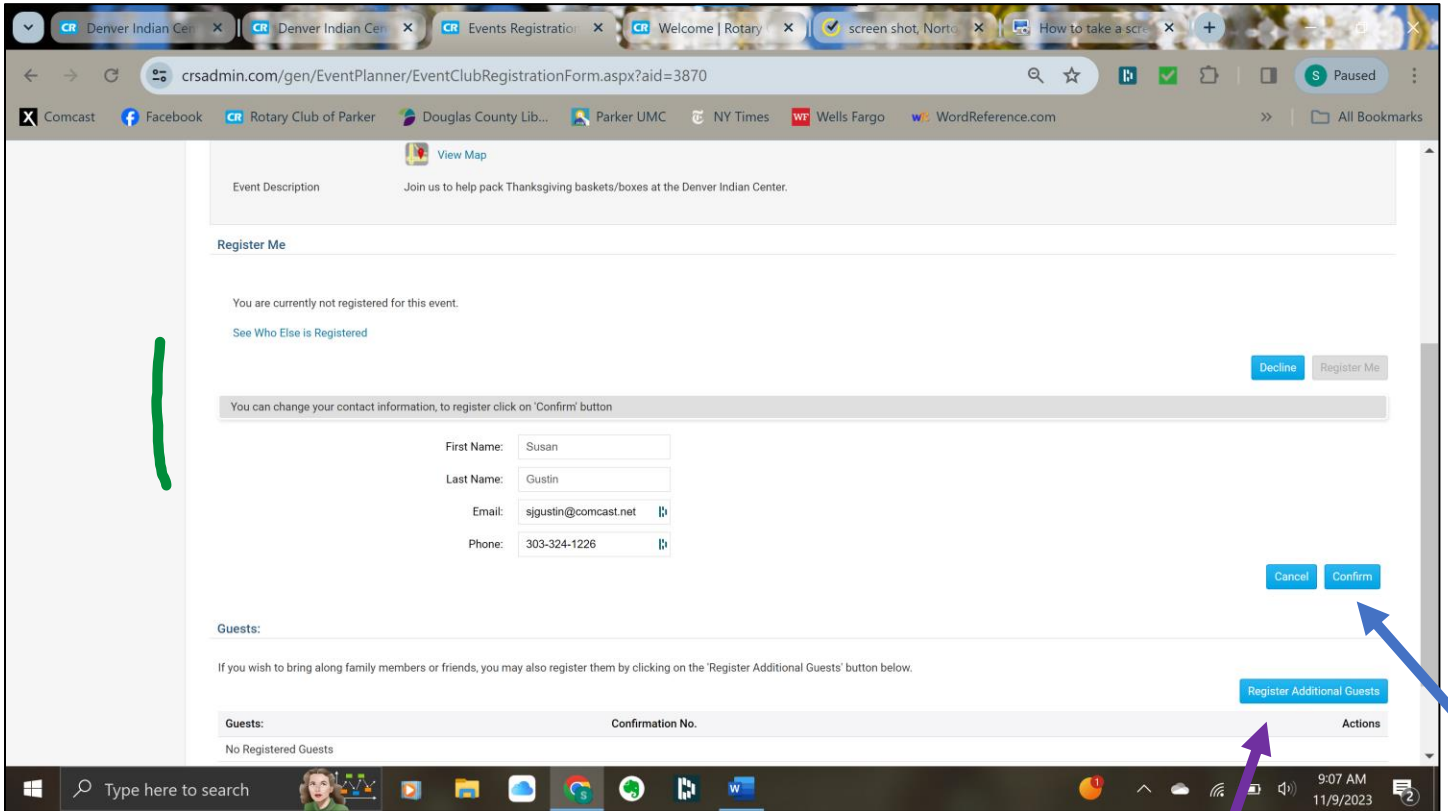
To register for the event,

- Scroll below the summary of the event to the area labelled **Register Me**
- Click on the turquoise **Register Me** button



Since you have logged in and ClubRunner knows who you are, your information will be displayed, as shown below.

- Make any changes to your contact information. (Note – if this is a permanent change to your contact information, be sure to notify the club secretary so he/she can make the update in your membership record.)
- Click on **Confirm** to confirm your registration.



Registering Guests

Please note that for certain events you can also register guests online. The area to register guests appears immediately below the area where you registered yourself – see the purple arrow.

You will know that you have successfully registered because

- **You will get the message shown below** (“You are currently registered for this event. Your confirmation number is...” We do not use the confirmation numbers for anything, so just ignore them.)
- **You will get an email confirming your registration.** The confirmation email will include a link to cancel your registration in case it turns out that you cannot attend.
- In addition, the Rotarian listed as the Contact/Chair for the event will also receive an email confirming your registration.

