

Introducing

MyEventRunner™

Event Management Made Easy



Streamline your event management with the powerful new online registration system from ClubRunner. Easy to use, yet powerful enough for your most complex events.

Finally, a customizable and flexible event registration system designed just for Clubs, Districts and Zones!

MyEventRunner is a powerful do-it-yourself **online registration form designer** that allows you to build your own custom forms and accept online registrations.

With a powerful and flexible form, now you can capture all required information for your conferences or special events, add in a **shopping cart** feature, build in **questionnaires**, and **process credit card payments** online.

Save countless hours of time and effort. Make your next event a breeze with MyEventRunner!



powered by

DOXESS

Microsoft
CERTIFIED
Partner

MyEventRunner is a do-it-yourself **online registration form designer** that allows you to plan, create, promote and report on your events electronically.

With MyEventRunner, you are only **three steps** away from making your event planning process effortless!

Step 1: Create & Configure Your Event

Start from scratch or by choosing from one of many **pre-designed templates**, such as District Conference, Club Event, Multi-District PETS, or Zone Institute.

This will make it more effortless to begin, while still allowing you to modify the form and adjust it to fit your needs.

Configure your form by providing all the details needed to those interested in your event, such as registrar information, contact email, and template style. **Design** your look and feel by easily dropping in logos, images and header text with our easy to use editor. This information will also be used as a basis to generate reports once your event has been published.

Multi Language and Currency Support

Choose your desired **currency** to accept registration fees and specify all **languages** you would like to offer on your registration form. Specify **early bird discounts**, timelines and tax rates if applicable.

Online Payment Processing

You have the option to integrate **secure online payment** through PayPal™, or by having us integrate your form with your preferred merchant account. Don't need to collect payment online? Specify the instructions for how to mail checks to your registrar which will be displayed upon a successful registration.

Registration Packages	Before Jan 30 2009	After Jan 31 2009	Selections	Subtotals
Full PETS Registration for Single Attendee. For a single registrant includes all meals for Friday and Saturday. Does not include Thursday meals.	\$100.00	\$115.00	1 Sarah	\$115.00
Assistant Governor Institute (AGI) Only. Training for Assistant Governors. Does not include optional Thursday sessions.	\$100.00	\$115.00	0 Sarah	\$0.00
PETS and AGI Registration. Both PETS and AGI training. Does not include optional Thursday sessions.	\$0.00	\$0.00	1 Sarah	\$0.00

Optional Add-Ons	Before Jan 30 2009	After Jan 31 2009	Selections	Subtotals
Optional Thursday session, 2:30 - 4:30pm	\$10.00	\$10.00	0 Sarah	\$0.00
Optional Friday morning session (9:30am - 11:00 am). Content repeated from Thursday session. AGI not eligible.	\$20.00	\$20.00	1 Sarah	\$20.00
Optional Breakfast on Saturday morning	\$10.00	\$10.00	0 Sarah	\$0.00
Extra Training Binder	\$20.00	\$20.00	2 Sarah	\$40.00
				Total: \$105.00

Step 2: Choose a Template, Design & Preview your Form

All information that will make your event stand out from the rest is created here!

Customize and **create unlimited event package** offerings, based on either single or double registrations while including **add-on sub-events**.

Set up **unlimited categories** of registrants with different pricing per category (i.e. President pricing, District Officer pricing, Spouse pricing, etc.)

Add on a questionnaire, with **unlimited questions** to capture relevant information pertaining to each participant, including the guest. Finally, use the integrated **Shopping Cart** feature to allow registrants to purchase extras such as DVD's, T-shirts or special event tickets.

How It Works

Our powerful form designer allows you to make all the changes to your form directly and instantly. Customize your header, graphics and any additional text using our easy to use built-in editor.

Rotary International District 7080
Conference 2009 ~ May 13-16, 2010
Hyatt Regency Hotel

CONTACT INFO

Design your own header with logos

Group Name	Comment	Actions
Members and Spouses	Members and Spouses	✓ ✕
Exchange Students	Exchange Students	✓ ✕
District Officers	District Officers	✓ ✕

Specify the different registrant types

EVENT OPTIONS

Select one package for yourself and one for your spouse/guest, or select a combined package for two people.

Registration Packages	Before Jan 31 2010	After Jan 31 2010	Actions
Full Conference Registration for Couple Select only one box for this option. Includes all meals for Friday and Saturday. Does not include golf or Thursday optional dinner.	<input type="checkbox"/>	<input type="checkbox"/>	\$
Full Conference Registration for Single For a single registrant. Includes all meals for Friday and Saturday. Does not include Thursday optional dinner or golf.	<input type="checkbox"/>	<input type="checkbox"/>	\$
Special Program for Spouses Partner program for spouses attending with main registrant. Includes all meals on Friday and Saturday. Thursday optional dinner not included. Golf not included.	<input type="checkbox"/>	<input type="checkbox"/>	\$
Saturday Only Registration Single registration for all Saturdays, meals and breakfasts.	<input type="checkbox"/>	<input type="checkbox"/>	\$

Create your event packages for both single or double registrations

Provide any extras such as add-on registrations, optional events and items

Optional Add-Ons	Before Jan 31 2010	After Jan 31 2010	Actions
Children 8 - 18 years old	<input type="checkbox"/>	<input type="checkbox"/>	\$
Optional Dinner on Thursday	<input type="checkbox"/>	<input type="checkbox"/>	\$
Extra tickets for Gala Dinner on Saturday	<input type="checkbox"/>	<input type="checkbox"/>	\$
Golf on Thursday afternoon - price per person	<input type="checkbox"/>	<input type="checkbox"/>	\$
T-shirt	<input type="checkbox"/>	<input type="checkbox"/>	\$

QUESTIONNAIRE

Design a questionnaire for each registrant

Tell us more about yourself and your partner/guest

Are you a Past District Governor?

Are you a President?

Would you prefer a King size bed?

Please tell us if you or your partner/guest have any special requests or have any dietary restrictions.

PAYMENT

Specify your payment processor and account

Please select one of following payment methods for this event:

No payment account specified

Paypal: Event Account

Step 3: Publish Your Event & Begin Accepting Registrations!

Once all your information has been entered and your form has been built, publishing your event is just a click away!

At any time, you are able to **update information** on your published event registration form, make changes to packages and add-ons, and monitor who has registered. Download **unlimited reports** on the various registrations, questionnaires and quantities ordered for extras.

You can communicate with event participants every step of the way with personalized **broadcast emails**, automatic **confirmations** and **reminders**.

Once your event registration date has expired, no new people can register. Current registrants are still able to access their form to edit non-event related information such as their contact details. This will allow for accurate numbers for items such as catering, breakout sessions and accommodations.

TRY IT FREE!

Test drive MyEventRunner for your own event by signing up for a free trial. Preview our form designer, available templates and reports before you buy!

Visit www.myevenrunner.com for more information.

Contact Us

MyEventRunner

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Frequently Asked Questions

Can I test drive MyEventRunner prior to ordering?

Yes! Start by going to www.myeventrunner.com and click on the Try It Now button. Follow the steps to instantly create, design and publish your customized event registration form. No obligation to purchase!

How can I collect registration fees?

PayPal™ is one of various payment processors used to process registration fees for your events. Creating an account is easy, and we will help you get started.

How do I see who has registered?

You will be able to instantly determine up-to-date information such as who has registered for your event, as well as generate detailed reports by sub-event, question, or package.

How many events can I create?

Event administrators are able to create and maintain multiple events at once. This service is offered as a pay-per-use and there various packages available for ordering multiple events. Contact us for more information on pricing.

TRY IT FREE!

Test drive MyEventRunner for your own event and sign up for a free trial. Preview our form designer, available templates and reports before you buy!

Go to www.myeventrunner.com to get started.

View an Online Demonstration

Want to see an interactive demo with one of our salespeople? Contact us today to schedule a guided tour!

For more information, we invite you to contact us at:

ClubRunner™

Web: www.myeventrunner.com

Email: info@myeventrunner.com

Telephone:

Monday - Friday 9 a.m. - 6 p.m. Eastern

Toll-free: 1-877-469-2582 (US & Canada)

International: +1 (905) 608-2321

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Contact Us