



Help Guide

Event Registration

Golf Day Event

OCTOBER 10

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1.What is Event Registration ?

When you are planning to run an event such as a dinner dance, a summer camp or any kind of event that requires you to capture details about the attendees then you would use the Klubfunder Event Registration Service. The most popular events set up by clubs and organisations on the platform are :

- 1) Summer Camps
- 2) Golf Days.
- 3) Dinner Dances
- 4) Dance Camps
- 5) Hyrox Fitness Events
- 6) Cardiac Screening Sessions

This guide explains how to use the Event Registration service to set up a golf day event. The next section describes a sample event that will be used to demonstrate the process.

1.1 Sample Golf Day

This guide will walk through setting up the following golf day event.

Golf Day at Golfing Club – Saturday, September 27th, 2025

Join us for a fantastic day of golf, competition, and camaraderie at **Golfing Club** on **Saturday, September 27th, 2025**.

This year's event will be played in **teams of four, cost per 4 ball is £160** with plenty of chances to win prizes across the course:

-  **Hole-in-One Challenges** – big rewards for that perfect shot
-  **Nearest the Pin** – test your accuracy on our par 3s
-  **Longest Drive** – show off your power off the tee
-  **Lowest Individual Score** – reward for the day's top golfer
-  **Lowest Team Score** – recognition for the best fourball team effort

Whether you're playing to win or just to enjoy a great day on the course, the Golf Day promises competitive fun, a relaxed atmosphere, and plenty of memories made.

Gather your team, book your spot, and get ready for a brilliant day of golf with friends and fellow members.

2. Getting Started Event Registration

You can get started with the event registration service by accessing it from your admin dashboard under the **Manage Donations ,Events ,Tickets and General Payments** panel as illustrated in Figure 1: Admin Dashboard.

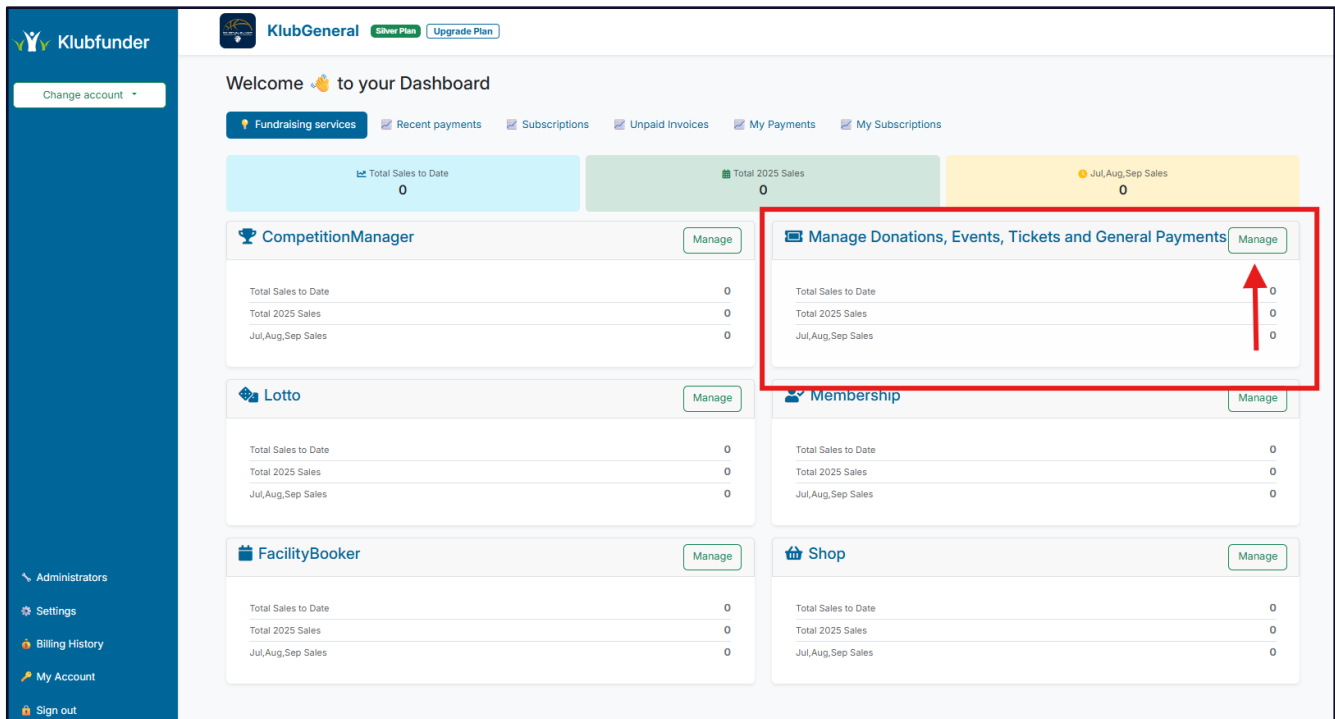


Figure 1: Admin Dashboard

If you click on the **Manage** button as highlighted in Figure 1 this will take you to the **Active Fundraisers Dashboard** screen.

3. Fundraising Dashboard

The fundraising dashboard is the main screen to manage all fundraisers for a club. When there are no fundraisers created the screen will appear as in Figure 1.

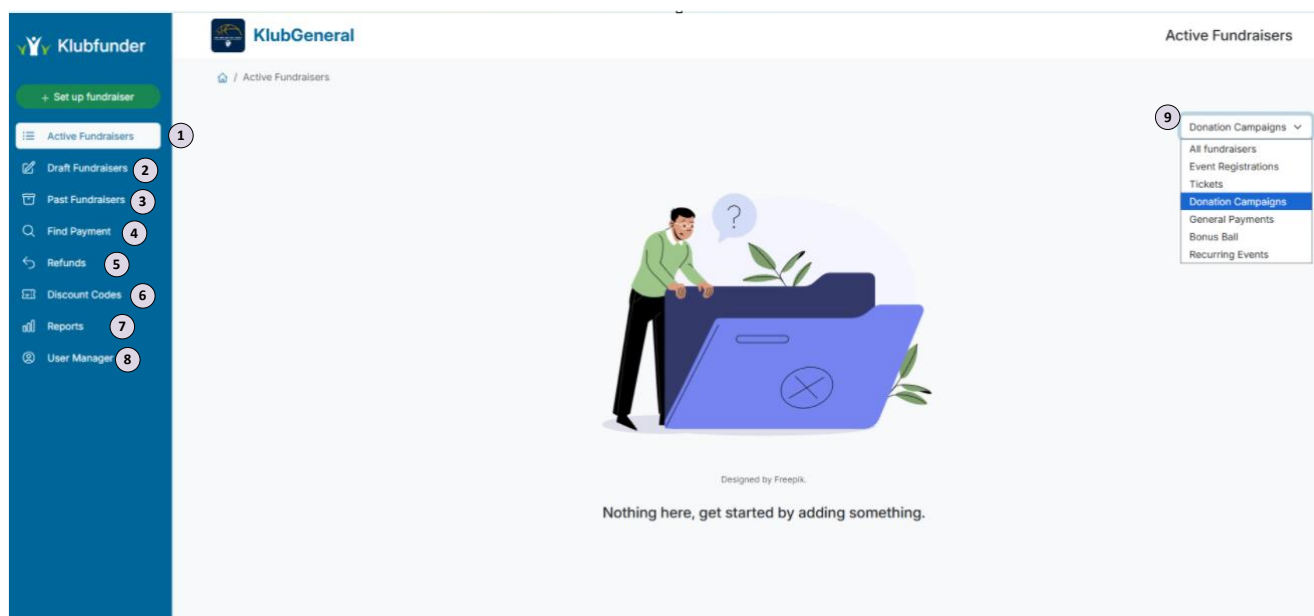


Figure 2: Fundraising Dashboard

Item	Description
1	Active Fundraisers: Any fundraisers that are published will appear in this screen. When a fundraiser is published it means that the public will be able to see it online and will be able to purchase tickets for the fundraiser.
2	Draft Fundraisers: Any fundraisers that are Saved as Draft or Marked as Draft will appear in this screen. If a fundraiser exists in the draft fundraisers list it means that the public will not be able to see it and will not be able to purchase tickets for the fundraiser.
3	Past Fundraisers: When a fundraiser is archived then it will appear in this list and it means the public will no longer see it. Fundraisers should always be archived once they are finished.

4	Find Payment: The admin can use this screen to search for any payment that has been processed for an event. See Find Payment section of this document to understand how it works.
5	Refunds: The admin would use this screen to see any refunds that had been processed for a fundraiser. See Refunds section of this document to understand how it works.
6	Discount Codes: The admin would use this screen to set up discount codes for any fundraisers created. The discount codes can be sent to users by the admin so that the appropriate discount will be applied before the user purchases the product. See Discount Codes section of this document to understand how it works.
7	Reports: By clicking on this menu option the admin will be presented with the fundraising reports. See Reports section of this document to understand how it works.
8	User Manager [Gold Plan Only]: This is used to set up users on the mobile app to take Stripe Tap to Pay payments or to take payments using Sum Up terminals.
9	Fundraiser Filter : By clicking on one of the items in this filter list the view will change to display those types of fundraisers only. If there are no fundraisers of the type selected in the filter then it will display nothing. The default filter is All Fundraisers .

3.1 Fundraiser Lifecycle

When a fundraiser is set up on the platform it is important for the admin to adopt the following steps to ensure the efficient management of their dashboard.

- **Create the Fundraiser** – go through the steps to enter all of the details about the fundraiser.
- **Save as Draft** – after completing the details of the fundraiser save as draft. This allows any changes to be made before making the fundraiser live.
- **Publish Fundraiser** – publishing the event from the Draft Fundraisers screen will allow the public to purchase the products that have been set up as part of the fundraiser.
- **Archive Fundraiser** - once the fundraiser is taken place it should be archived so that it no longer appears in the Active Fundraisers screen . This makes it much easier to manage active fundraisers.

4. Create fundraiser

Once on the dashboard the next step is to click on the Set up Fundraiser menu option highlighted by the symbol **1** in Figure 2. On the drop down menu that appears click on the **Event Registration** menu option as highlighted by the red box in Figure 2.

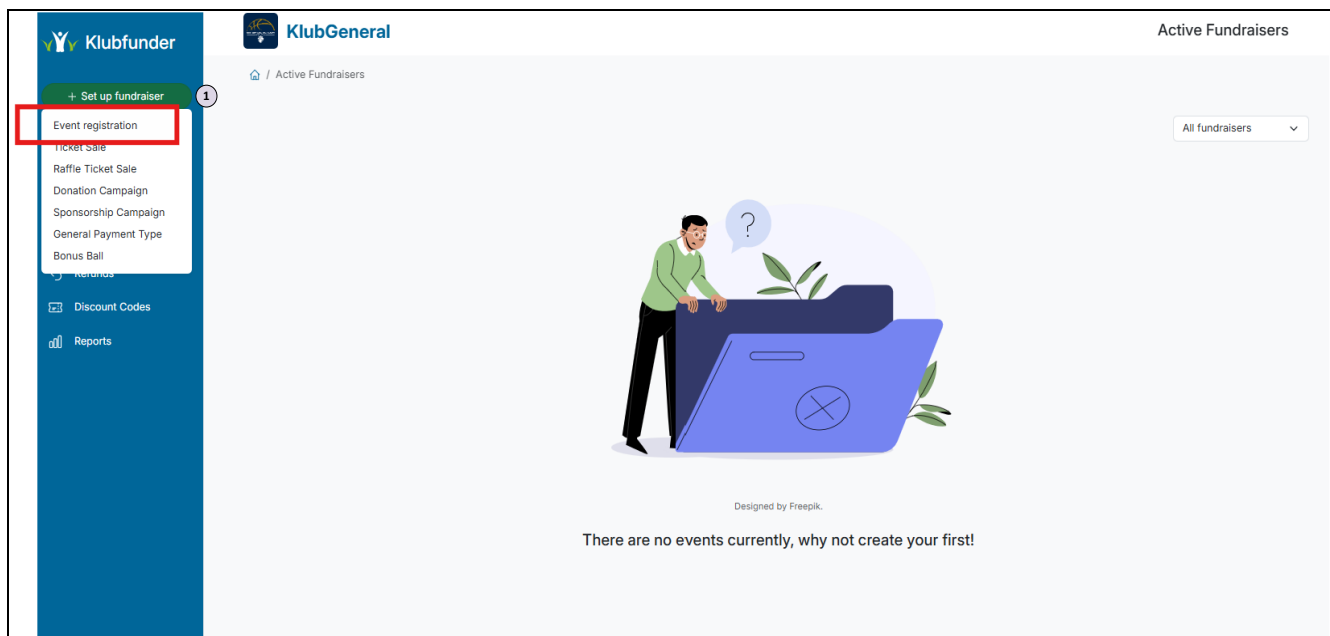


Figure 3: Active Fundraisers

This will then present you with the **Create New Event Registration** screen as displayed in Figure 3.

4.1 Choosing Template Data Capture Form

The screenshot shows the 'Create New Event Registration' page in the KlubGeneral system. On the left is a blue sidebar with the Klubfunder logo and navigation links: '+ Set up fundraiser', 'Active Fundraisers', 'Draft Fundraisers', 'Past Fundraisers', 'Find Payment', 'Refunds', 'Discount Codes', and 'Reports'. The main content area has a breadcrumb trail 'Home / Create New Event Registration' and a progress indicator with five steps, the first of which is active. Below this is a table of template forms:

Dinner Dance Template	Preview	Choose
Golf Day Registration	Preview	Choose
Race Event with T-Shirt	Preview	Choose
Standard Adult Registration	Preview	Choose
Standard Adult and Address Registration	Preview	Choose
Registration for Road Races and Walks	Preview	Choose
Youth Registration for Road Races and Walks Registration for Road Races and Walks	Preview	Choose
Stoneyford Youth Camp Registration	Preview	Choose
Referee Course Registration	Preview	Choose
Coaches Community	Preview	Choose
Coaches Professional Development	Preview	Choose
Standard Registration Form	Preview	Choose

Figure 4: Create New Event Registration – Template Forms

The screen displays a list of template forms that can be chosen to capture the information from the person looking to attend your event. As this guide explains how to set up a golf day , we will select the Golf Day Registration form. The **preview** button highlighted by the red box in Figure 4 will allow you to see the information being captured by each form. The preview of the form for the golf day is shown in Figure 4.

Klubfunder

+ Set up fundraiser

Active Fundraisers

Draft Fundraisers

Past Fundraisers

Find Payment

Refunds

Discount Codes

Reports

Sign out

KlubGeneral

/ Create New Event Registration

Dinner Dance Template

Golf Day Registration

Race Event with T-Shirt

Standard Adult Registration

Standard Adult and Address Registration

Registration for Road Races and Walks

Youth Registration for Road Races and Walks

Stoneyford Youth Camp Registration

Referee Course Registration

Coaches Community

Coaches Professional Development

Standard Registration Form

More

Klubfunder has a range of forms for you to use. Upgrade for more forms

Form Preview x

These are the details that will be collected from your members who register for your event

Golf Day Registration

* Firstname

Your first name

* Lastname

Your last name

* Email

e.g. myhandle@gmail.com

Contact no

e.g. 07834555777

* Preferred time

Your ideal tee off time

Additional Information

Any additional information you need to share

☐ PR Use

Are you happy to be included in any photographs for PR purposes on our social media

☐ * Do you accept the terms and conditions of sale ?

Please check this box

Submit

Choose

Figure 5 : Golf Day registration Form

To use this template form select the **Choose** button from the list or from within the preview screen (highlighted by the red boxes in Figures 3 and 4). Once you click choose you will be taken to the next step in the process- **Create Event Details**.

4.2 Create Event Details

Klubfunder

+ Set up fundraiser

Active Fundraisers

Draft Fundraisers

Past Fundraisers

Find Payment

Refunds

Discount Codes

Reports

KlubGeneral

/ Create New Event Registration

1

2

3

4

5

Back

Next

Sign out

Figure 6 : Create Event Details

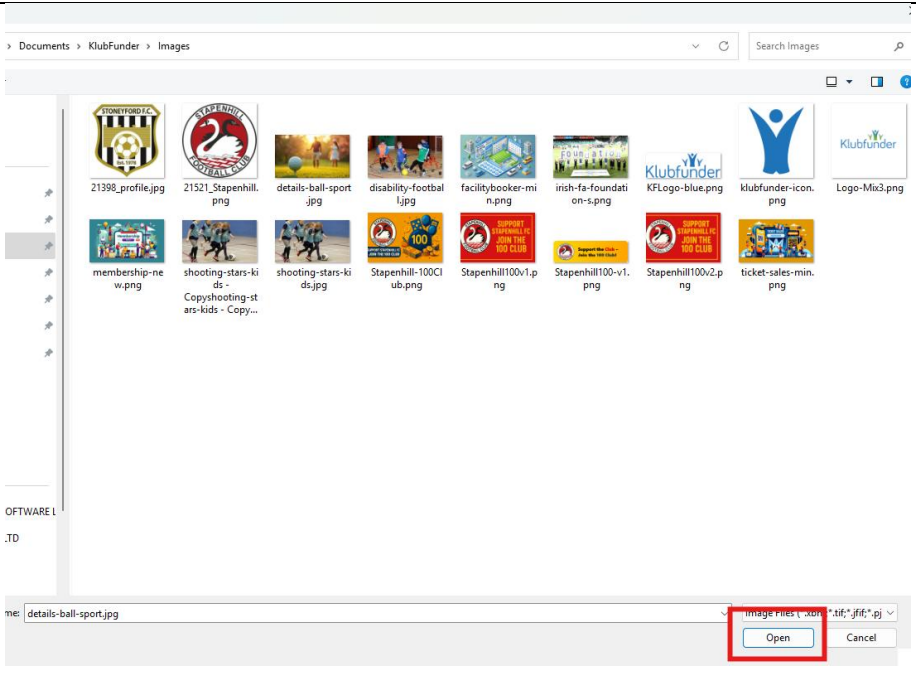
The create event details screen allows you to customise the events page. The table below gives a brief description of each of the options available on the screen.

Item	Description
1	Image upload control allows the user to change the image associated with the event.
2	Text box to enter the name of the event. This will be displayed in large bold text on the public page.
3	Rich text description area. Allows the user to enter text describing the event. The user can add some simple formatting such as headings ,bold text, bullet points, underline or even embedding some media links from you tube. bullet

4	The user can enter a closing date and time for the event. If a user enters a closing time then once that time is in the past, the system will prevent users from purchasing tickets and a message Online sales closed will appear on the event.
5	If your club has subscribed to the Gold Plan then ticking the Show on KPOS checkbox will mean that tickets can be bought through the Sum Up KPOS terminals.

4.3 Changing Image on Fundraiser

The table below provides the steps for changing the image on the event.

Click on the magnifying glass as highlighted in the screenshot.	
This will allow you to upload an image from your own computer as shown. Once you have selected your image click on the open button as highlighted.	

The new image will replace the original one.

To make the change you then click on the upload button highlighted within the red box.



4.4 Complete Event Details

Once the name ,description and the closing date of the event has been entered then the user will move on to the next stage of the process by clicking the **Next** button as highlighted by the red box in Figure 6.

Tip

The closing date for the Golf day is usually set to be the day before the golf day itself as this closing date determines when tickets are no longer available for purchase.

Klubfunder | **KlubGeneral**

Home / Create New Event Registration

Golf Day Registration - Event Details

Event Name
KlubGeneral Golf Outing

Please enter an event name

Description

Golf Day at Golfing Club – Saturday, September 27th, 2025

Join us for a fantastic day of golf, competition, and camaraderie at **Golfing Club** on **Saturday, September 27th, 2025**.

This year's event will be played in **teams of four**, with plenty of chances to win prizes across the course:

- 🏆 **Hole-in-One Challenges** – big rewards for that perfect shot.
- 📍 **Nearest the Pin** – test your accuracy on our par 3s.
- 🏌️ **Longest Drive** – show off your power off the tee.
- 👤 **Lowest Individual Score** – reward for the day's top golfer.
- 👥 **Lowest Team Score** – recognition for the best fourball team effort.

Whether you're playing to win or just to enjoy a great day on the course, the Golf Day promises competitive fun, a relaxed atmosphere, and plenty of memories made.

Gather your team, book your spot, and get ready for a brilliant day of golf with friends and fellow members.

843/3000 characters
154 words

Closing Date (optional)
26/09/2025

Closing Time (optional)
--:--

☐ Show on KPOS (optional for Sum Up feature)

[Back](#) [Next](#)

Figure 7 : Complete Event Details

Once you click next then you will be presented with the tickets screen. As displayed in Figure 7.

4.5 Create Ticket Details

Add ticket details

[Add another ticket](#)

9:00am - Four Ball Tee Time Sat, 27 Sept 2025 at 09:00 £160 1 available

* Name **1**
Please enter the ticket name

* Cost **2**
Please enter the cost of the ticket

Online Quantity (leave as 0 if unlimited) **3**
Please enter the number of tickets available online

☒ Online Enabled
Check this box if the ticket is available for online purchase

Description **4**
27/400 characters
8 words

☐ Allow Multi Scan
Check this box to allow multiple scans of the QR code

Closing Date **5**
Please select the closing date for ticket sales

Event Date **6**
Please select the date of the event

Event Time **7**
Please select the time of the event

Location **8**

☒ Group Ticket
Check this box if this is a group ticket **9**

Number in Group
Please enter the number of tickets in a group

[Duplicate](#) **10**

[Back](#) [Next](#)

Figure 8 : Create Tickets Screen

The create tickets screen provides the user with a number of options for setting up tickets for the Golf day. The table below describes each of these options in more detail.

Item	Description
1	Name : The name of the ticket will actually be the name of the golf tee booking slot. For our golf day the slots will be in 15 minute intervals between 9 am and 11 am.
2	Cost : This field is used to enter the price of the ticket. In this instance each ticket is for a 4 ball so the cost is £160 for 4 people.
3	Online Quantity : This is the number of tickets that are available online . In this instance we are setting up a single 4 ball ticket so the quantity is set to 1.

	Online Enabled: this checkbox must be checked so the tickets are available for the public to purchase.
4	Description : If you want to enter any specific information about the ticket then you can enter it here. For a golf ticket the name covers everything we need so we can leave it blank.
5	Allow Multi-Scan : This is not relevant for the golf day and can be left blank. The multi-scan checkbox is used for events where the attendance of the person needs to be captured. Closing Date : For the golf day this is not relevant as it allows you to set a closing date for this particular ticket, after which the ticket (not the event) will no longer be available.
6	Event Date : Can be left blank for golf day event. This field can be used to add extra date information to the ticket.
7	Event Time : Can be left blank for golf day event. This field can be used to add extra time information to the ticket.
8	Location : Can be left blank for golf day event. This field can be used to add extra location information to the ticket.
9	Group Ticket : A group ticket means that a number of people will be associated with the ticket. If you want to capture the details of each attendee associated with the ticket then you need to enter the number of people in the Number in Group text box. In our example the golf 4 ball ticket requires the capture of each of the attendees so the number 4 is entered in the Number in Group . This will present the golf data capture form 4 times one for each attendee.
10	Duplicate : This option allows you to create a new ticket with all of the information of the ticket that you have just created. This allows us to quickly create all of the tee time tickets between 9 am and 11 am .

Once all of the tickets have been created then you click the **Next** button as highlighted by the red box in Figure 7. This will take you with the **Event Summary** screen.

4.6 Event Summary Screen

The event summary screen is displayed in Figure 8. The screen presents the user with all of the options that have been created for the event so that they can be reviewed by the user.

The screenshot shows the 'Event Summary' page for the 'KlubGeneral Annual Golf Outing'. The event is titled 'Golf Day at Golfing Club – Saturday, September 27th, 2025'. Below the title, there is a brief description and a list of activities: 'Hole-in-One Challenges', 'Nearest the Pin', 'Longest Drive', 'Lowest Individual Score', and 'Lowest Team Score'. A table lists the ticket types and their prices.

Ticket Type	Price (£)	Number Available (Optional)
9:00 AM Tee Time	160	1
9:15 AM Tee Time	160	1
9:30 AM Tee Time	160	1
9:45 AM Tee Time	160	1
10:00 AM Tee Time	160	1
10:15 AM Tee Time	160	1
10:30 AM Tee Time	160	1
10:45 AM Tee Time	160	1
11:00 AM Tee Time	160	1

At the bottom of the screen, there are three buttons: 'Back', 'Save as Draft' (highlighted with a green box), and 'Publish' (highlighted with a red box).

Figure 9: Event Summary

From this screen the admin can either **Save as Draft** (highlighted by the green box in Figure 8 or **Publish** (highlighted by the red box in Figure 8) . Clicking the **Save as Draft** will create the event but will store the event in **Draft Fundraisers**. This is a temporary storage area that allows the admin to make further modifications at a later stage before finally publishing the event. By clicking the **Publish** option the event will be immediately available to the public for the purchase of tickets.



It is advisable to always save the event as draft before publishing as it allows the admin to make a final check that all details are correct.

The next section will explain how to make changes to the event in Draft Fundraisers and how to make the event live from Draft Fundraisers.

5.Active/Draft Fundraisers

After a fundraiser has been created it will appear in the **Active Fundraisers** or **Draft Fundraisers** screen depending on what option was picked from the last step of the creation process **Save as Draft** or **Publish** (see Figure 9).

Once created Fundraisers are presented as cards on the screen, each offering several configurable options, also shown in Figure 10.

5.1 Fundraiser Display Card

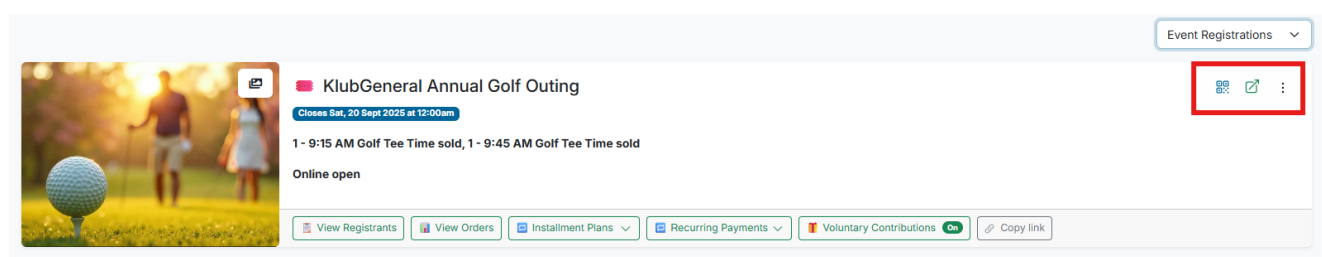


Figure 10 : Fundraiser Display Card

The options in the red box are described in the table below.

Icon	Description
	QR Code generation Page – clicking on this icon will generate a QR code for the event that can be printed off and used in promotional flyers.
	Navigate to Public URL – clicking on this icon will open up a new tab in the browser and displays your event as it appears to the people who will visiting the link to purchase tickets. NOTE : If you click on this option from within draft fundraisers it will not show you the event. The event needs to be published.
	Fundraiser configuration options – clicking on this icon will display a menu with configuration options. Each option is explained in the next section.

6. Fundraiser Configuration Menu

The fundraiser configuration menu is accessed by clicking on the icon as highlighted by the red box in Figure 11. The configuration menu icon as illustrated as illustrated in Figure 11

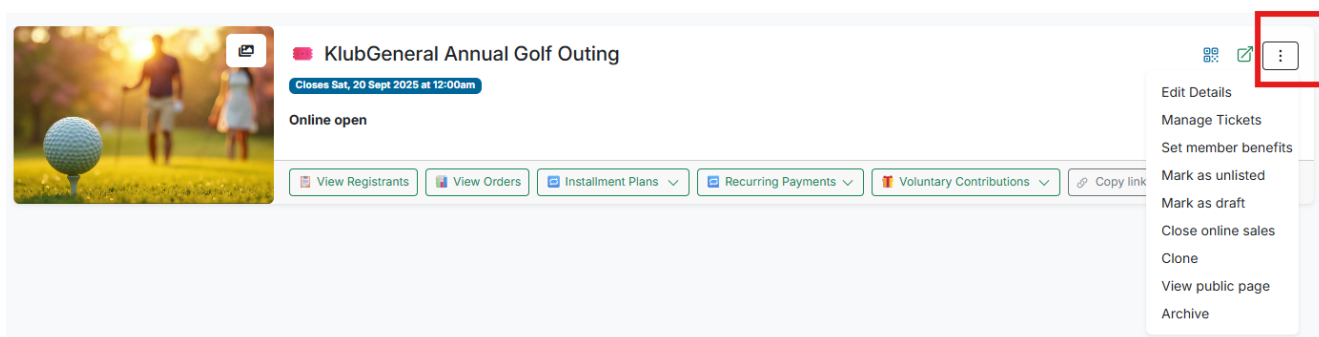


Figure 11: Configuration Menu

The configuration menu has the following options:

Menu Item	Description
Edit Details	This option allows the image, name , description or time of the event to be changed.
Manage Tickets	This option allows the tickets associated with the event to be changed.
Set Member Benefits	This is currently not used on the event registration.
Mark as unlisted	Clicking on this option will means the event will not appear on the public list page, but the event is accessible by the direct link.
Mark as Draft	This option is available from within the Active Fundraisers list and will move the fundraiser into the Draft Fundraisers list this effectively takes it offline and allows for changes to be made.
Close Online Sales / Open Online Sales	Clicking on Close Online Sales will prevent people from being able to purchase tickets for the event. After clicking this option the menu option will appear as Open Online Sales which allows the admin to re-open the event for ticket sales. When the event is in the Close Online Sales state it will

	appear to the public with a Online sales closed message as illustrated in the screen shot below. 
Clone	The clone option will create a complete copy of the event and all of its tickets and then allow you to make changes on the new event that has been cloned. When using this function you will need to ensure that a new name is used for the new event.
View Public Page	Clicking on this option will open up a new tab and display the public page for the event.
Archive	Clicking on this option will take the vent offline and move it to the Past Fundraisers list. From within the Past Fundraisers list a fundraiser can be unarchived which will bring it back online. It is also possible to clone a fundraiser from any past fundraiser which is useful for similar fundraisers that you run throughout the year.

7. Fundraiser Configuration Buttons

The fundraiser display card also has a set of configuration buttons as illustrated in Figure 12 by the green box.

NOTE: The copy link button, once clicked, will copy the public link of the fundraiser into the admins clipboard allowing them to paste into any promotional material.

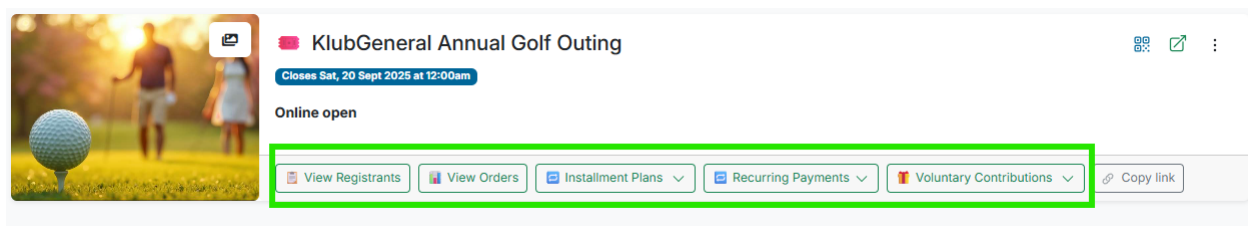


Figure 12 : Configuration Buttons

The following sections describe the function of each of these buttons in more detail.

7.1 View Registrants

When clicking on the **View Registrants** button the display will show all of the people who have bought a registration ticket. As displayed in Figure 13.

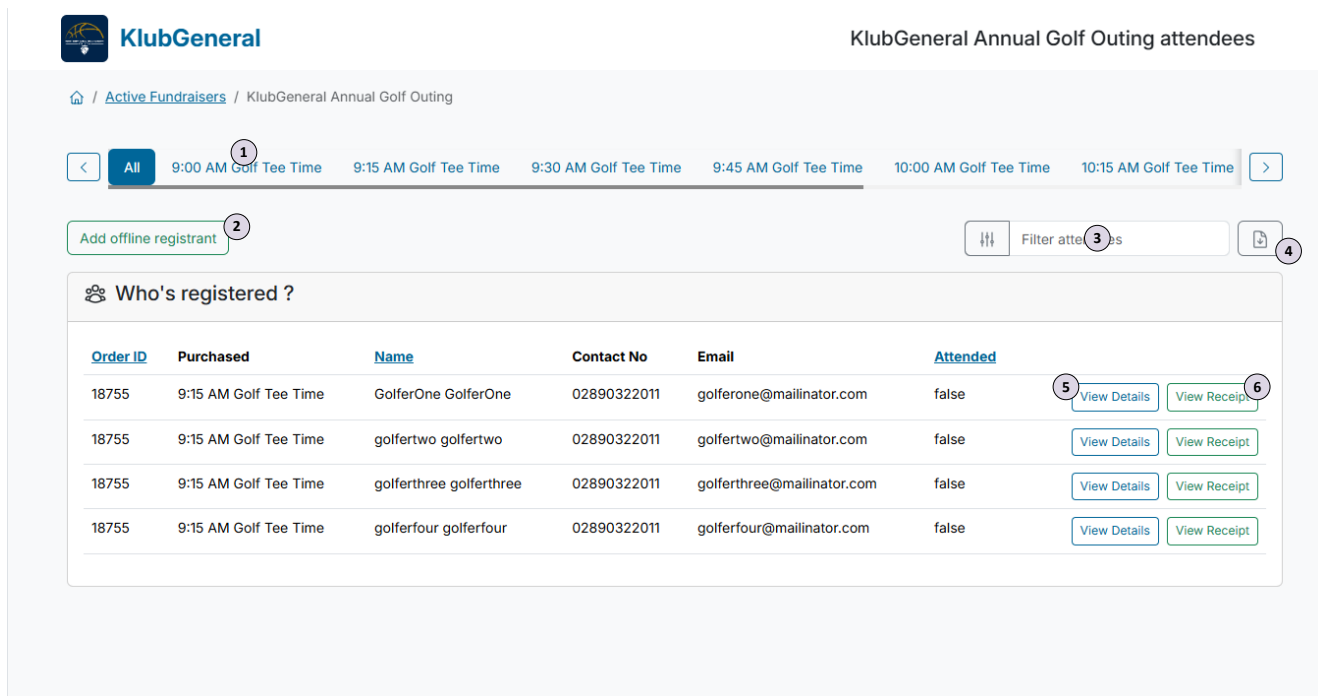
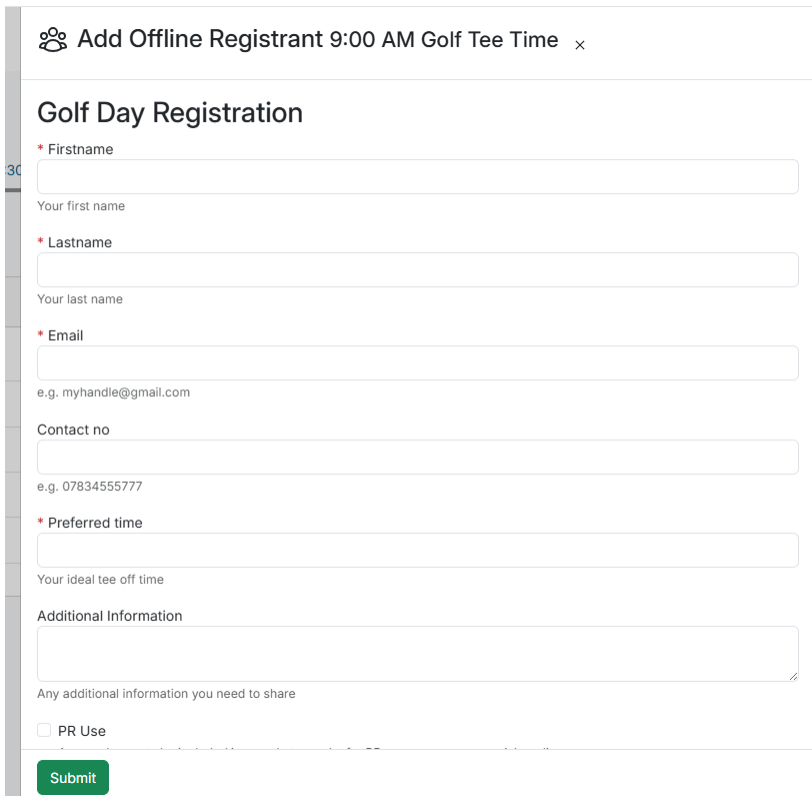
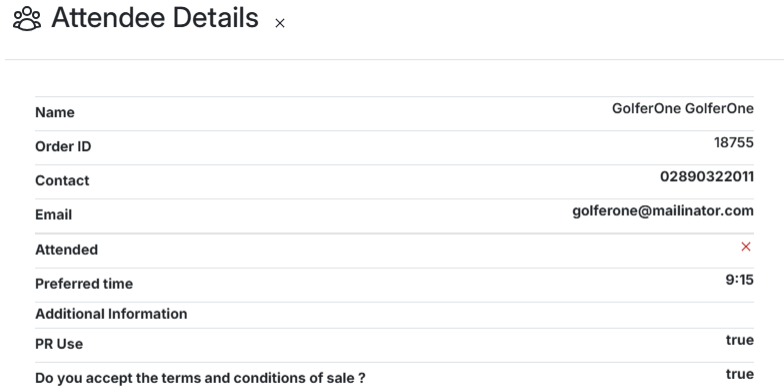


Figure 13: View Registrants

The table below describes each of the features within this screen.

Item	Description
1	Filter Toolbar : By clicking on any of the links within the filter toolbar it will display the registrants associated with that ticket. The display filter defaults to All.
2	Add offline registrant : This option is used should the administrator wish to register a person to a specific ticket. Clicking on the button will allow the user to select the ticket that they wish to associate the user with. Clicking on the ticket will then prompt the user to enter the persons details as illustrated below.

	 Add Offline Registrant 9:00 AM Golf Tee Time × Golf Day Registration * Firstname Your first name * Lastname Your last name * Email e.g. myhandle@gmail.com Contact no e.g. 07834555777 * Preferred time Your ideal tee off time Additional Information Any additional information you need to share ☐ PR Use Submit																		
3	Filter Textbox : Used to search the list for specific registrants. The filter will try and match the text as it is typed and will search the OrderId,Name,ContactNo and Email fields.																		
4	Create Registrant CSV Download : clicking on this option will create a csv file of all of the registrant details.																		
5	View Details : clicking on this will display all of the details submitted for that person., as illustrated by the screenshot below.  Attendee Details × <table border="1"> <tbody> <tr> <td>Name</td> <td>GolferOne GolferOne</td> </tr> <tr> <td>Order ID</td> <td>18755</td> </tr> <tr> <td>Contact</td> <td>02890322011</td> </tr> <tr> <td>Email</td> <td>golferone@mailinator.com</td> </tr> <tr> <td>Attended</td> <td>×</td> </tr> <tr> <td>Preferred time</td> <td>9:15</td> </tr> <tr> <td>Additional Information</td> <td></td> </tr> <tr> <td>PR Use</td> <td>true</td> </tr> <tr> <td>Do you accept the terms and conditions of sale ?</td> <td>true</td> </tr> </tbody> </table>	Name	GolferOne GolferOne	Order ID	18755	Contact	02890322011	Email	golferone@mailinator.com	Attended	×	Preferred time	9:15	Additional Information		PR Use	true	Do you accept the terms and conditions of sale ?	true
Name	GolferOne GolferOne																		
Order ID	18755																		
Contact	02890322011																		
Email	golferone@mailinator.com																		
Attended	×																		
Preferred time	9:15																		
Additional Information																			
PR Use	true																		
Do you accept the terms and conditions of sale ?	true																		

6

View Receipt : clicking on this will display the payment details for the order. From this screen is also possible to Refund the payment order and resend the email confirmation, as illustrated in the screenshot below.

 Order Number - 18755 ×

Order Details

Order ID	18755	Reference	KlubGeneral Annual Golf Outing
Contact Name	John Smith	Email/Contact	john.smith@mailinator.com 02890322011
Order Date	11/09/2025, 10:05:12	Status	Completed
Cost	£160	Type	EventRegistration

Ticket Orders

Ticket Name	Quantity	Cost	Scans
9:15 AM Golf Tee Time	1	£160	0 / 1

Sale Transaction

Transaction ID	Payment Provider	Provider Reference
1549	stripe	pL3S66ROJPphgKFrTC1hyqHghQ

[Resend Confirmation](#)

[Refund Order](#)

7.2 View Orders

When clicking on the **View Orders** button the display will show all of the people who have bought a registration ticket. As displayed in Figure 14.

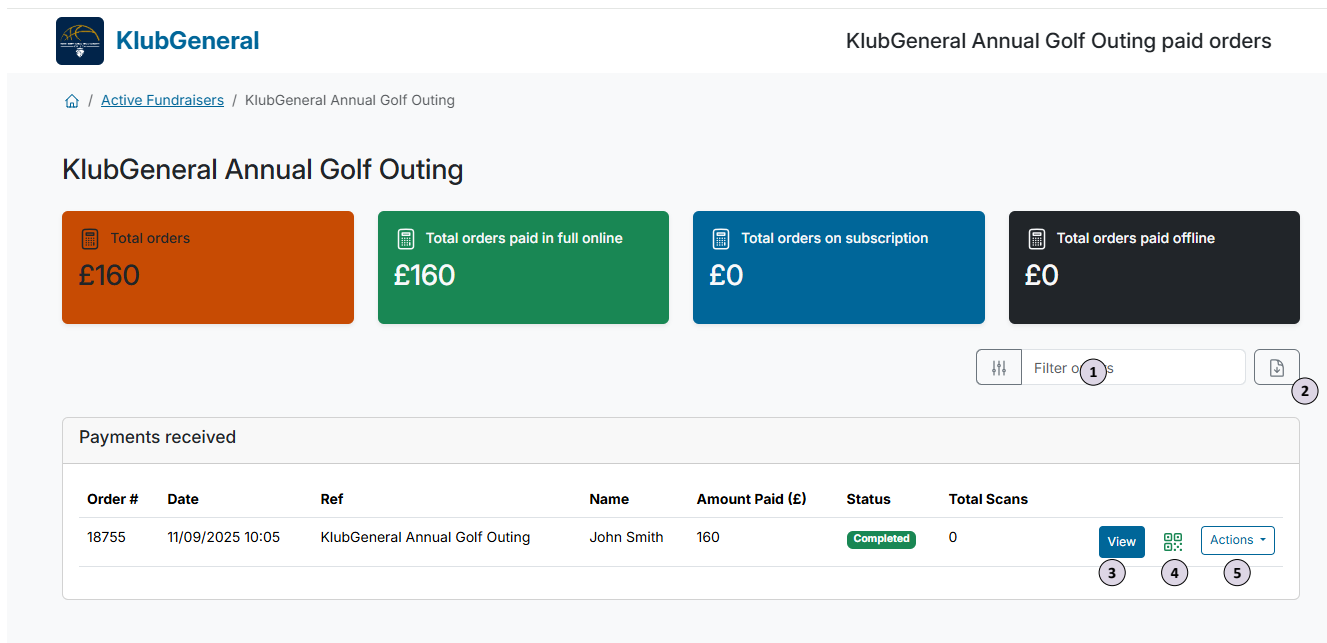


Figure 14 : View Orders

Item	Description
1	Filter Textbox : Used to search the list for specific orders. The filter will try and match the text as it is typed and will search the OrderId and Name fields.
2	Create Order CSV Download : clicking on this option will create a csv file of all of the order details.
3	View : clicking on this will display the payment details for the order. From this screen it is also possible to Refund Order which will refund the payment , Resend Confirmation which resends the order email confirmation and Issue Register to Club Request which sends out an email request to the user asking them to register for the club. This is required in instances where a user is looking to change card details on a payment or so they can login and see their payment details.

7.3 Instalment Plans (SILVER PLAN and above)

The instalment plans configuration button dropdown has 3 options as illustrated in Figure 15. The options are **Enable 3 Monthly**, **Enable 6 Monthly** and **Advanced**.

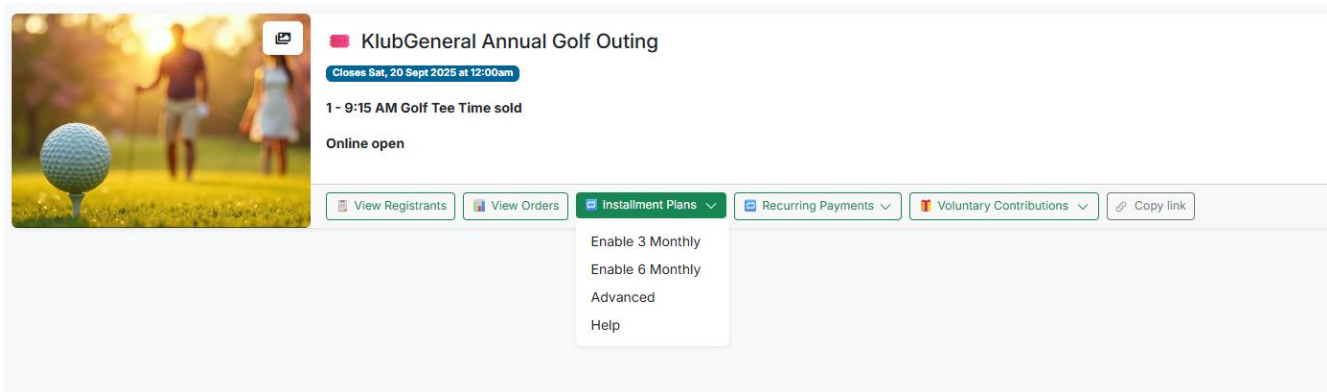


Figure 15: Instalment Plans Options

The table below describes each of the options.

Item	Description
Enable 3 Monthly (Disable 3 Monthly)	If the menu option displays Enable 3 Monthly then it indicates that the 3 monthly instalment plan is not enabled. Clicking this option will then enable 3 monthly instalments payment option. This means when a person goes to the checkout to pay for this fundraiser they will see an option to pay for it using 3 monthly instalments. On the admin side the menu option will change from Enable 3 Monthly to Disable 3 Monthly . Indicating to the admin that to disable the 3 monthly instalment options they need to click the menu option.
Enable 6 Monthly (Disable 6 Monthly)	This option works in exactly the same way as the 3 Monthly option except instalments are for 6 months.
Advanced	Clicking on this will display all the instalment payment options available for configuration as illustrated by the screenshot below. The admin can set the Payment Day , a number of Instalment Options e.g. you could allow the user to pay in 3,6,9 or 12 monthly instalments. Finally if you want to switch off instalment payment options completely then you would click the Disable Pay In Instalments button.

Manage Monthly Installment Plans ×

Plan Setup

* Payment Day

0

If you want to specify the day of the month that the payment will be taken, please enter a value.

* Installment Options - **Multiple selection**

2

3

4

5

6

7

8

9

10

11

12

18

24

Please select one or more options to allow the customer to choose the number of installments they will complete the payment in.

Resulting Plan Options

The first payment will be taken on the day of purchase & subsequent payments on the same day of the month thereafter

Save Installment Options

Disable Pay In Installments

7.4 Recurring Payments (SILVER PLAN and above)

Recurring Payments

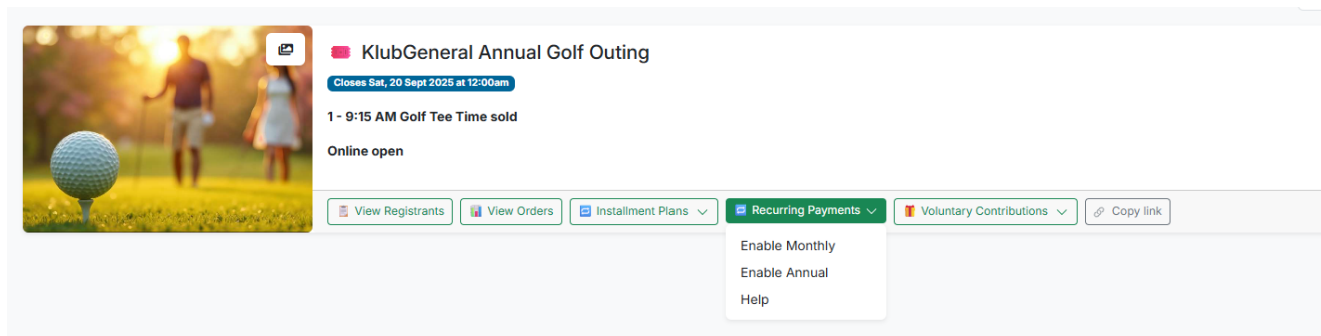


Figure 16: Recurring payments

Item	Description
Enable Monthly (Disable Monthly)	If the menu option displays Enable Monthly then it indicates that the monthly recurring plan is not enabled. Clicking this option will then enable monthly recurring plan. This means when a person goes to the checkout to pay for this fundraiser they will see an option to pay monthly recurring amount. On the admin side the menu option will change from Enable Monthly to Disable Monthly .
Enable Annual (Disable Annual)	This option works in exactly the same way as the Monthly Recurring option except the period is Annual, meaning payments are taken every year.

7.5 Voluntary Contributions (SILVER PLAN and above)

The voluntary contributions feature allows an admin to enable or disable contributions at checkout. If the facility is switched on, before purchasing the event ticket the user is presented with a pop-up asking if they wish to make a voluntary contribution payment to the club. The club will receive the full amount of any contributions made by the users.

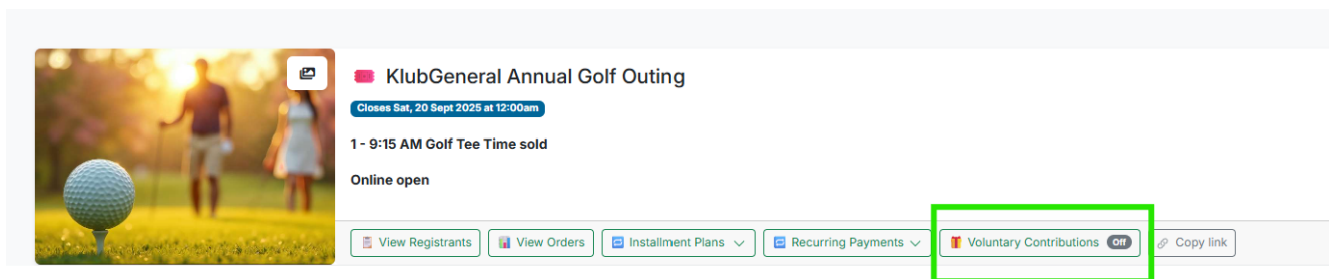


Figure 17 : Voluntary Contributions

The configuration screen for voluntary contributions can be accessed by clicking on the button highlighted by the green box in Figure 17.

NOTE : A badge appears on the button to indicate whether contributions for that event are On or Off.

Figure 18 displays the voluntary contributions admin configuration screen.

Figure 18 : Configure Voluntary Contributions

The table below describes the configuration options on the voluntary contributions screen.

Item	Description
Add Donation Amount Highlighted by green box.	The default donation amounts are 5 ,10 and 20. These can be removed and different amounts can be added by the admin.
Remove Donation Amount Highlighted by red box.	This option works in exactly the same way as the 3 Monthly option except instalments as for 6 months.

Save Voluntary Contributions

Clicking on this button will save any options that have been configured. If the screen is closed without saving the options then the user will be presented with the default options.

The screen presented to the user for the voluntary contribution is displayed in Figure 19. This appears as modal prior to the main checkout.

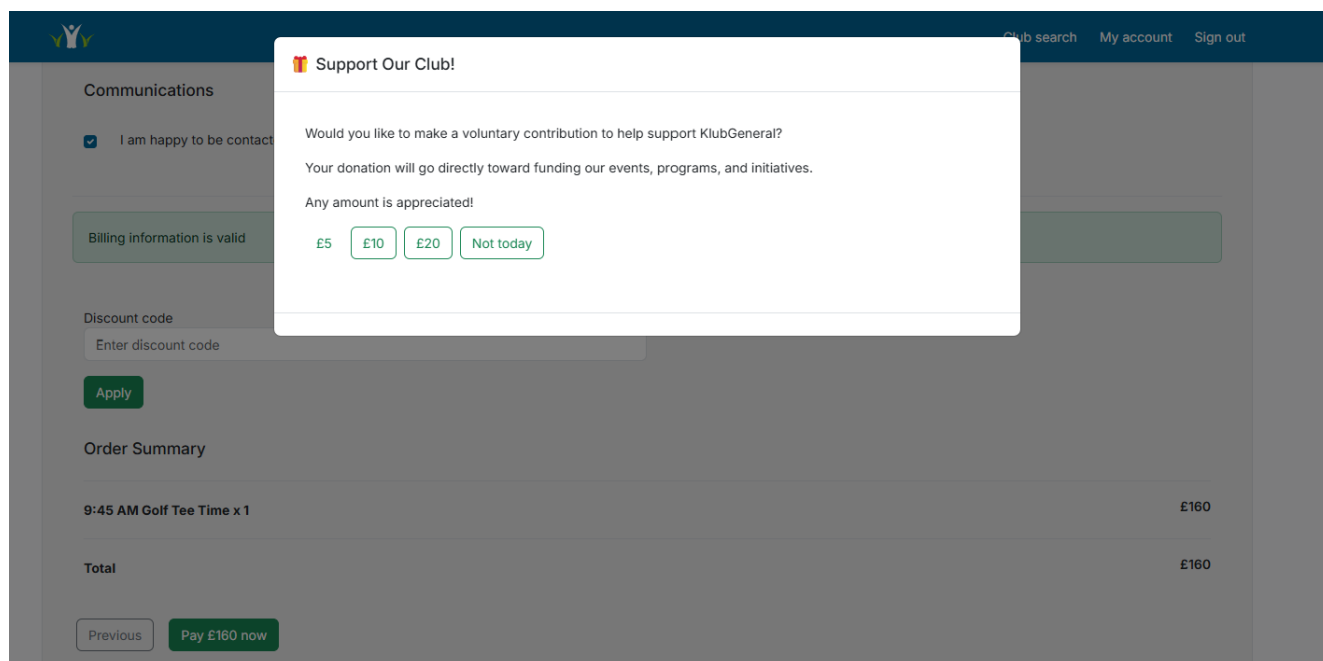


Figure 19 : Checkout Voluntary Contributions

8. Past Fundraisers

8.1 Archive Campaign

To archive an event and send it to the Past Fundraisers list, the admin would access the Archive option from the card menu as displayed in the screenshot below.

NOTE : The Archive menu option is only available from the Active or Draft Fundraisers list.

The Archive function is accessed by first clicking on the card menu (highlighted by the red box in figure 17) and clicking on the Archive action (highlighted by the green box in figure 17).

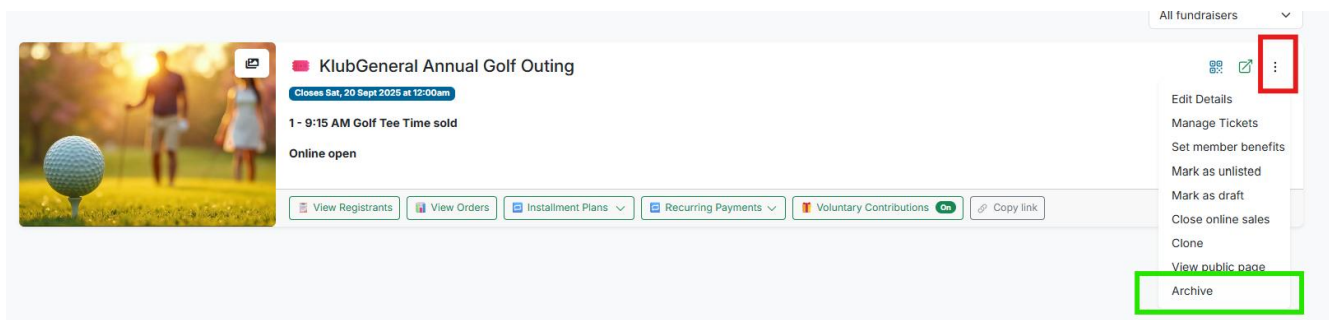


Figure 20 : Archiving Fundraiser

8.2 Unarchiving an Event

If an event has been archived it will appear in the Past Fundraisers menu option as highlighted by the orange box in figure 21.

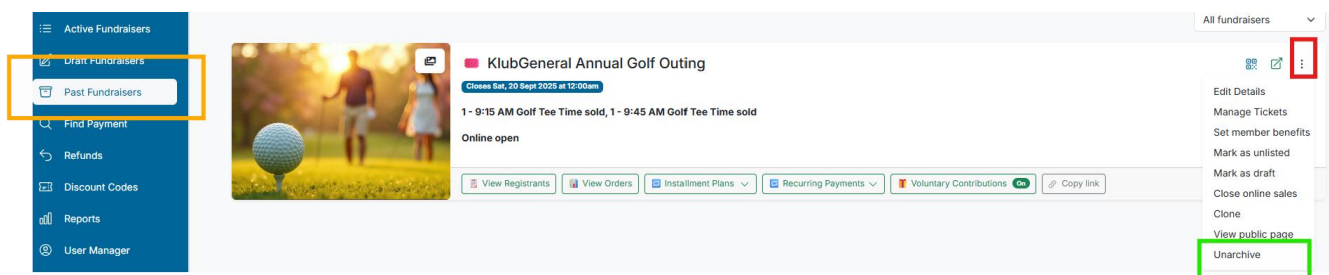


Figure 21 : Past Fundraisers Card

The event can be easily made active again by clicking on the card menu and selecting the unarchive action as highlighted by the green box in figure 21.

9. Find Payment

The **Find Payment** menu option allows the admin to be able to search for any payment that has been completed on the system. There are a number of options that can be used to find the payment as highlighted by the green box in Figure 22.

Klubfunder

+ Set up fundraiser

Active Fundraisers

Draft Fundraisers

Past Fundraisers

Find Payment

Refunds

Contactless (KPOS)

Discount Codes

Reports

User Manager

Klub General

Find Payment

/ Find Payment

Search for a payment

McCann

Search by email

14/04/2025

Search

Email

Lastname

Firstname

Payments received

Order #	Date	Ref	Name	Email	Amount Paid	Status	Total Scans
3342	27/08/2025 09:58	MS Event	Jim McCann	JimMcCann@mailinator.com	0	Completed	0
3188	07/08/2025 14:28	MS Stripe Installment Event (Updated Subscription Price) (Updated Subscription Plan)	Harry McCann	HarryMcCann@mailinator.com	30.00 / \$0	Ongoing Subscription	0
3090	09/07/2025 12:08	MS Stripe Installment Event (Updated Subscription Price)	Rachel McCann	RachelMcCann@mailinator.com	152.00 / 152	Ongoing Subscription	0

Figure 22 : Find Payment

Item	Description
Search by Email Highlighted by orange box.	The email that is associated with the order. The search uses character matching so if the email is john.smith@mailinator.com then entering the value john would search all orders whose email had the string john in.
Search by Lastname Highlighted by orange box.	The lastname that is associated with the order. The search uses character matching so if the lastname is smith then entering the value smi would search all orders whose lastname had the string smi in.
Search by Firstname Highlighted by orange box.	The firstname that is associated with the order. The search uses character matching so if the firstname is john entering the value joh would search all orders whose email had the string joh in.

Set Date Highlighted by blue box.	This is used in conjunction with one of the search criteria above. By clicking on a date in the past the search will return all orders matching the search criteria as far back as that date set.
---	---

All orders that match the criteria will be returned in the search results and the admin can view the order details of each order returned in the result set by clicking on the View button as highlighted in the red box in Figure 22.

Depending on the status of the order then the order detail screen will show different text and actions. The table below describes the different views.

Item	Description
One off Payment Order As indicated by status completed in Figure 22.	Clicking on the view button will display the following options. From within this screen the order can be refunded either in full or partially and the order receipt can be resent to the person.

does not refund any payments that have already been taken as part of the subscription.

Pause Subscription – this allows the admin to pause payments on the subscription. If the pause is enabled for the whole duration of the subscription then no future payments will be taken. If there are 10 instalment payments for a subscription that start on September 1. If the subscription is paused on September 7 and then Un-Paused on November 25 the person will only have made 8 of the 10 payments when the subscription is completed.

 Order Number - 3188 ×

Order Details

Order ID	3188	Reference	MS Stripe Installment Event (Updated Subscription Price) (Updated Subscription Plan)
Contact Name	Harry McCann	Email/Contact	HarryMcCann@mailinator.com 07712345678
Order Date	07/08/2025, 14:28:40	Status	Ongoing Subscription
Cost	£90	Type	EventRegistration

Ticket Orders

Ticket Name	Quantity	Cost	Scans
Standard	1	£150	0 / 1

Subscription Details

Installment Plan	Payment Provider	Provider Reference	Status
3 payments of £20.00	stripe	sub_1RtTtBJIye6pnJ5aM13pbrV9	Ongoing Subscription

Invoices

Provider Id	Amount	Date	Status	Refunded
in_1S4ifDJIye6pnJ5aSgqDBMYh	£30	07/09/2025, 15:30:29	Paid	

[Resend Confirmation](#)
[Update Amount](#)
[Refund Order](#)
[Cancel Subscription](#)
[Pause Subscription](#)

10. Refunds

The **Refunds** menu option provides the admin with a quick way to view any refunds that have made on event purchases. The list will show the summary details and the filter can be used to display items that match the text criteria typed into the filter box. The **view order** will show the details of the order and the refund.

The screenshot displays the 'Refunds' section of the Klubfunder admin interface. On the left is a sidebar with navigation options: '+ Set up fundraiser', 'Active Fundraisers', 'Draft Fundraisers', 'Past Fundraisers', 'Find Payment', 'Refunds' (selected), and 'Discount Codes'. The main content area shows the 'Refunds' page for 'KlubGeneral'. It includes a 'Filter...' input field and a table titled 'Refunded Orders'.

Order #	Order Ref	Name	Email	Refund Amount	Refund Date	Refund Reason	Refund By	Type
18755	KlubGeneral Annual Golf Outing	John Smith	john.smith@mailinator.com	£160.00	15/09/2025	requested_by_customer	jasejmalone@gmail.com	Full Refund

A 'View Order' button is located to the right of the 'Full Refund' type in the first row.

Figure 23: Refunds Display

11. Discount Codes

The **Discount Codes** menu option allows the admin to be able to setup discount codes that can be used by purchasers at checkout to receive money off event tickets. Figure 24 displays the list of discount codes that have been created for the KlubGeneral Annual Golf Outing.

Discount Codes

Discount Codes

Manage discount codes for your event

+ New

Code	Revenue Source	Email	Active	Value	Percentage	Minimum Quantity	Actions
OM2F3	KlubGeneral Annual Golf Outing	jasejmalone@gmail.com	☒	20	0	1	x
DC0KA	KlubGeneral Annual Golf Outing		☒	5	0	1	x

showing 2 of 2 rows

Page 1 of 1

Number of rows: 10

Figure 24 : Discount Codes

As highlighted by the green box in figure 24 a new discount code can be created by clicking on the **New** button. There are a number of options that can be set when creating new discount codes as explained in the section below.

KlubGeneral

/ Discount Codes

Discount Codes

Manage discount codes for your event

Reset Search

+New

Code	Revenue Source	Email
OM2F3	KlubGeneral Annual Golf Outing	jasejmalone@gmail.com
DC0KA	KlubGeneral Annual Golf Outing	

showing 2 of 2 rows

Page 1 of 1

Create x

* Ticket/Event

Please select an option

Select a ticket/event to discount

☐ Is Percentage Discount?

Tick if the discount is to be applied as a percentage

Amount to discount

0

Amount to discount from total cost

Minimum Quantity

0

Minimum quantity order to apply discount on.

☐ Active

Active discount code

Who can use this discount?

☐ A specific person

☒ Everyone

Everyone

Create

Figure 25 : Create New Discount Code

Item	Description
Ticket/event	The admin can select any of the fundraisers that have been created from the dropdown list for which they wish to create a discount code.
Is Percentage Discount	Clicking on this checkbox will mean the discount applied will be a percentage of the total amount of the purchase.
Amount to Discount	If the percentage checkbox is checked then this will be a percentage discount (up to a maximum of 100). Otherwise it will be a monetary amount taken off the fundraiser amount.

Minimum Quantity	The minimum number of items that have to be purchased before the discount is applied.
Active	This checkbox has to be checked in order for the discount code to be applied at checkout. If it is not checked then the discount will never be applied.
A specific person	If the specific person radio button is selected then an email has to be entered by the admin and the discount will only be applied if that specific person is purchasing the fundraiser item.
Everyone	If the everyone radio button is selected then the discount will be applied for everyone who purchases that fundraiser item.

12. Reports

The **Reports** menu option is an extendable dashboard that will be used to provide fundraising reports. The only report currently set up is one that displays the last 6 months sales figures for each fundraiser.

13. User Manager [Gold Member Option]

The **User Manager** menu option allows the admin to be able configure KPOS users. This will allow users to sell tickets using their mobile phone if they are Stripe Tap to Pay or via sum Up terminals if they are sum up users.

14. Public View : Finished Golf Day

The following screen shot displays the finished golf day and how it is presented to the public to allow them to purchase tickets.

The screenshot shows the public view of the 'KlubGeneral Annual Golf Outing' event. The page features a header with the KlubGeneral logo and a navigation breadcrumb: Home / Events / KlubGeneral Annual Golf Outing. A large hero image shows a golf ball on a green. To the right, a 'Basket' section indicates the basket is empty and prompts the user to add items for checkout.

The event details section includes the title 'KlubGeneral Annual Golf Outing', a 'Copy link' button, and a notice that 'Online sales close Sat, 20 Sept 2025 at 12:00am'. The main heading is 'Golf Day at Golfing Club – Saturday, September 27th, 2025', followed by a description: 'Join us for a fantastic day of golf, competition, and camaraderie at Golfing Club on Saturday, September 27th, 2025.' It states the event is played in teams of four, with a cost of £160 per 4 balls, and lists prizes: Hole-in-One Challenges, Nearest the Pin, Longest Drive, and Lowest Individual Score. A 'Read More' link is provided.

The ticket selection area displays four options, all priced at £160:

Tee Time	Price	Status	Action
9:00 AM Golf Tee Time	£160	1 space(s) remaining	Add to basket
9:15 AM Golf Tee Time	£160	Sold out	
9:30 AM Golf Tee Time	£160	1 space(s) remaining	Add to basket
9:45 AM Golf Tee Time	£160	Sold out	

Figure 26 : Public View of Golf Day