

How to Book an Event and Manage Guests



1

Select the Event from the "Events & Training" tab on the Clubs Queensland website. https://www.clubsqld.com.au/Web/Events/Event_Display_NP.aspx

Example event for recording instructions

EXAMPLE EVENT DETAILS

When:

Time:

Venue:

EXAMPLE INVESTMENT

Cost:

Order Confirmation:

If you do not receive an ORDER CONFIRMATION, you have not completed your booking. Please return to your shopping cart and SUBMIT ORDER. If you see NO PROGRAM ITEMS HAVE BEEN SELECTED please return to the event and ADD the number of tickets required. Continue to SHOPPING CART and SUBMIT ORDER.

Clubs Queensland booking information:

Bookings are essential for all events to avoid disappointment. All booking must be paid in full prior to the event.

Cancellation Policy Events and Training:

All cancellations must be made in writing to Clubs Queensland via events@clubsqld.com.au. Your registration will be refunded if cancellation is received in writing at least seven (7) business days before the event. Cancellations made after this time cannot be refunded. As an alternative to cancellation, your registration may be transferred to another person at no cost.

When 8/10/2024 12:00 PM - 5:30 PM

Where Example address

8 October 2024
TIME
12:00 PM - 5:30 PM
WHERE
Example address
Example

Sign In

Username

cqtest

Password

.....

Sign In

[Forgot username? |](#)

[Forgot password?](#)

2

"Sign In" with your Club/Company's username and password. If you are unsure of your Clubs Queensland username and password please contact Kerri on p: 07 3252 0770 or e: kerri@clubsqld.com.au.

When:
Time:
Venue:

EXAMPLE INVESTMENT

Cost:

Order Confirmation:

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Where Example address
Example

TIME
12:00 PM - 5:30 PM

WHERE
Example address
Example

Sign In

Username

cqtest

Password

.....

Sign In

[Forgot username? |](#)

[Forgot password?](#)



3

Click "Register"

Cancellation Policy Events and Training:

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Price [Please check pricing details under 'Program' section of this page](#)

When 8/10/2024 12:00 PM - 5:30 PM

Where Example address
Example

Registration

Kerri Hutchison

CANCELLED

Register

Last day to register is 3/10/2025

Program

Only display program items in registrant's itinerary



4

Scroll to the "Program" and Click the "Quantity" field, adding the number of attendees.

Last day to register is 3/10/2025

Program - Kerri Hutchison

Only display program items in registrant's itinerary

Wednesday, 08 October 2025


8/10/2025 12:00 PM **Example event registration**

Quantity (max 25) Please add the number of attendees and click add.


Price	1.00
Time	12:00 PM - 5:30 PM

For bookings and payments logon using your Clubs Queensland user name and password.

New users can find more information about our online bookings and payments on our [registration hints and tips](#) page.

 Clubs Queensland acknowledges the traditional people of the lands we operate and gather and recognise their continuing connection to the land and ... of the land and

We pay our respects to ancestors, and the elders, past, present, and future, whose strength and guidance continually nurture us. We pay tribute to Aboriginal and Torres Strait Islander leadership within our communities, within business, and amongst our ...



5

Click "Add".

Last day to register is 3/10/2025

Program - Kerri Hutchison

Only display program items in registrant's itinerary

Wednesday, 08 October 2025


8/10/2025 12:00 PM **Example event registration**

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6 Click "Proceed to Checkout"

Wednesday, 08 October 2025

8/10/2025 12:00 PM

Quantity (max 25) **Example event registration** Selected
Please add the number of attendees and click add.


Price	1.00
Time	12:00 PM - 5:30 PM

[Update](#) [Remove](#)


For bookings and payments logon using your Clubs Queensland user name and password.

New users can find more information about our online bookings and payments on our [registration hints and tips](#) page.

[Proceed to Checkout](#)

 **Clubs Queensland acknowledges the traditional people of the lands we operate and gather and recognise their continuing connection to the land and water, to the dreaming and to all living things.**

We pay our respects to ancestors, and the elders, past, present, and future, whose strength and guidance continually nurture us. We pay tribute to Aboriginal and Torres Strait Islander leadership within our communities, within business, and amongst our youth.



7 Enter payment details and Click "Submit Order"

CQ Test

Payment amount
1.00

Payment method
Visa


*Name on card

*Card

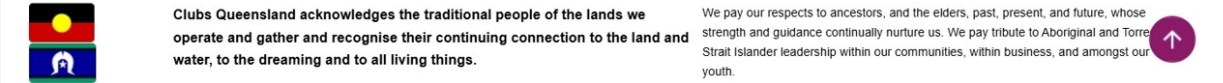
This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Billing address
This is a test record
Brisbane, QLD 4000
[Choose another address](#)

[Submit Order](#)

 **Clubs Queensland acknowledges the traditional people of the lands we operate and gather and recognise their continuing connection to the land and water, to the dreaming and to all living things.**

We pay our respects to ancestors, and the elders, past, present, and future, whose strength and guidance continually nurture us. We pay tribute to Aboriginal and Torres Strait Islander leadership within our communities, within business, and amongst our youth.



8

Click on your account name: Example "Kerri Hutchison"

Clubs Queensland
Strengthening Clubs.
Benefitting Communities.

About Contact Join 07 3252 0770 **Log out**

Services & Resources - News & Publications - Events & Training - Find a Sponsor Find a Club

Order Confirmation

Clubs Queensland
PO Box 93 NORTHGATE QLD 4013 ABN : 14 544 672 729 Ph: 07 3252 0770

Order number

Order date Monday, 22 September 2025

Bill to CQ Test

Payment method

Name on card CQ Test

Sold to Kerri Hutchison
This is a test record
Brisbane, QLD 4000

Item Quantity Price Total

9 Click "My account"

Clubs Queensland
Strengthening Clubs.
Benefitting Communities.

About Contact Join 07 3252 0770

Kerri Hutchison Log out

Services & Resources - News & Publications - Events & Training - Find a Club

My account Sign out

Order Confirmation

Clubs Queensland
PO Box 93 NORTHGATE QLD 4013 ABN : 14 544 672 729 Ph: 07 3252 0770

Order number [redacted]
Order date Monday, 22 September 2025
Bill to CQ Test
Payment method [redacted]
Name on card CQ Test
Sold to Kerri Hutchison
This is a test record
Brisbane, QLD 4000

Item	Quantity	Price	Total
------	----------	-------	-------

10 Click "Show Event booking details"

Access My Company Account

This is a test record
Brisbane, QLD 4000
07 3252 0770

Event Booking Details

Upcoming Event Registrations

Date	Event	Location	View registration
[redacted]	[redacted]	[redacted]	[redacted]

Open Invoices

Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
This person has no open invoices						

Invoices

11 Your event registration will appear here.

[Access My Company Account](#)

This is a test record
Brisbane, QLD 4000

[07 3252 0770](#)

Event Booking Details

You have booked the following tables/groups at upcoming events. Please provide details of those who will be attending.

Event	Program Item	Table/Group	
EXAMPLE - TEST EVENT	Example event registration	1	Manage guests
TEST Parliamentary Friends of Clubs Evening	SINGLE TKTs Parli Friends Dinner	1	Manage guests

Upcoming Event Registrations

Date	Event	Location	View registration
------	-------	----------	-------------------

12 Click "Manage guests"

[Access My Company Account](#)

This is a test record
Brisbane, QLD 4000

[07 3252 0770](#)

Event Booking Details

You have booked the following tables/groups at upcoming events. Please provide details of those who will be attending.

Event	Program Item	Table/Group	
EXAMPLE - TEST EVENT	Example event registration	1	Manage guests
TEST Parliamentary Friends of Clubs Evening	SINGLE TKTs Parli Friends Dinner	1	Manage guests

13

If the attendee's name differs from the prefilled information, please click "Clear" to update. If multiple tickets have been purchased, you will see multiple "Seats," which will appear as "Empty."

Note: This registration is for a single attendee. An example of multiple attendee's is below.

The screenshot displays a registration interface. At the top left, there is a button labeled "Access My Company Account". To the right, a message reads "This is a test record Brisbane, QLD 4000". The main content area is divided into two sections: "Event Booking Details" and "Upcoming Event Registrations".

The "Event Booking Details" section shows: "You have booked the following table", "Event: EXAMPLE - TEST EVENT", "TEST Parliamentary Friends of Clubs Evening", and a "Manage guests" link.

The "Upcoming Event Registrations" section features a table with columns: "Date", "Event", "Location", and "View registration".

A modal window titled "Table - Seat 1 Of 1" is open, showing "Current seat allocations" as "Empty". Under "Contact Details", it states: "Your details have been pre-selected into the first seat by default. Click the Clear button if you would prefer to enter someone else." The form fields are: "Prefix" (dropdown), "Given Name" (text input with "Kerri"), "Family Name" (text input with "Hutchison"), and "Email" (text input). A "Clear" button is located to the right of the contact details. At the bottom of the modal, there are buttons for "Prev", "Seat 1 of 1", "Finished", "Save & Close", and "Cancel".

14 Click the "Given Name" and "Family Name" fields and enter name of attendee.

The screenshot shows a web application interface with a modal form titled "Table - Seat 1 Of 1". The modal contains the following sections:

- Current seat allocations:** A button labeled "Empty".
- Contact Details:**
 - Prefix: A dropdown menu.
 - Given Name: A text input field containing "Unspecified", highlighted with an orange circle.
 - Family Name: A text input field containing "Guest".
 - Email: An empty text input field.
 - Mobile: A section with a "Prev" button and "Seat 1 of 1" text.
- Buttons: "Finished", "Save & Close", and "Cancel".

The background shows a blurred view of the main application with a table header containing "Date", "Event", "Location", and "View registration".

15 Click the "Email" field and enter email address of attendee.

The screenshot shows the same web application interface as in step 14, but with the "Email" field in the "Contact Details" section highlighted with an orange circle. The "Given Name" field now contains the text "Example" and the "Family Name" field contains "Attendee".

16 Click the "Company" field and enter company name.

The screenshot displays a web interface for event booking. A modal window titled "Table - Seat 1 Of 1" is open, showing "Current seat allocations" as "Empty". The modal includes input fields for "Title" and "Company", with the "Company" field highlighted by an orange circle. Below these is a "Dietary Restrictions" section with a "Please Specify" label and a text area. At the bottom of the modal are buttons for "Prev", "Finished", "Save & Close", and "Cancel". The background shows "Event Booking Details" for an event titled "EXAMPLE - TEST EVENT" and "Upcoming Event Registrations".

Access My Company Account

This is a test record
Brisbane, QLD 4000

Table - Seat 1 Of 1

Current seat allocations

Empty

Title

Company

Dietary Restrictions

Please Specify

Prev Seat 1 of 1 Finished Save & Close Cancel

Event Booking Details

You have booked the following table

Event
EXAMPLE - TEST EVENT
TEST Parliamentary Friends of
Clubs Evening

Upcoming Event Registrations

Date	Event	Location	View registration
------	-------	----------	-------------------

17 Click the "Dietary Restrictions" for this attendee if any.

Access My Company Account

This is a test record
Brisbane, QLD 4000

Table - Seat 1 Of 1

Current seat allocations

Empty

Company
Example Company

Dietary Restrictions

Select all that apply

- Vegetarian
- Vegan
- Gluten free
- Dairy free
- No seafood
- Other

Additional Details

Please provide specific details about any food allergies or other dietary restrictions.

Prev Seat 1 of 1 Finished Save & Close Cancel

Event Booking Details

You have booked the following table

Event
EXAMPLE - TEST EVENT
TEST Parliamentary Friends of Clubs Evening

Upcoming Event Registrations

Date	Event	Location	View registration
------	-------	----------	-------------------

18 Click "Next" and repeat these steps to enter details of additional attendees. When all attendees have been entered Click "Save & Close".

Membership & Systems Specialist

[CQ Test](#)

Access My Company Account

Table - Seat 1 Of 1

Current seat allocations

Empty

Company
Example Company

Dietary Restrictions

Select all that apply

- Vegetarian
- Vegan
- Gluten free
- Dairy free
- No seafood
- Other

Additional Details

Please provide specific details about any food allergies or other dietary restrictions.

Prev Seat 1 of 1 Finished Save & Close Cancel

Event Booking Details

You have booked the following table

Event
EXAMPLE - TEST EVENT
TEST Parliamentary Friends of Clubs Evening

Upcoming Event Registrations

Date	Event	Location	View registration
------	-------	----------	-------------------

19 Note: You can update the name associated with this registration by selecting "X." This will remove the current name, allowing you to enter a new one.

The screenshot shows a registration form with a modal window titled "Table - Seat 1 Of 4". The modal contains a section for "Current seat allocations" with four buttons: "sponsor sponsor" (with an orange 'X' icon), "Empty", "Empty", and "Empty". Below this is the "Contact Details" section with fields for "Prefix", "Given Name" (containing "sponsor"), "Family Name" (containing "sponsor"), and "Email" (containing "kerri@clubsqld.com.au"). At the bottom of the modal are buttons for "Prev", "Seat 1 of 4", "Next", "Save & Close", and "Cancel".

20 Click the "Given Name" field.

This screenshot is identical to the previous one, but the "Given Name" field in the "Contact Details" section is highlighted with an orange circle, indicating it is the target for the next step.

21 Click the "Family Name" field.

The screenshot shows a web interface with a modal form titled "Table - Seat 1 Of 4". The form has a section for "Current seat allocations" with four "Empty" buttons. Below that is the "Contact Details" section, which includes a "Prefix" dropdown, a "Given Name" text field containing "name", a "Family Name" text field containing "name" (highlighted with an orange circle), an "Email" text field, and a "Mobile" text field. At the bottom of the form are buttons for "Prev", "Next", "Save & Close", and "Cancel". The background shows a sidebar with "Access My Company Account", "Event Booking Details", "Upcoming Event Registrations", and "Open Invoices".

22 Click the "Email" field.

The screenshot shows the same web interface as above, but with the "Email" text field in the "Contact Details" section highlighted by an orange circle. The "Family Name" field now contains "name" and the "Given Name" field is empty. The "Next" button is highlighted in purple. The background elements remain the same.

23 Click the "Next" button.

Access My Company Account

Table - Seat 1 Of 4

Current seat allocations

Empty Empty Empty Empty

Contact Details

Prefix

Given Name

Family Name

Email

Mobile

Prev Seat 1 of 4 Next Save & Close Cancel

Event Booking Details

You have booked the following table

Event

EXAMPLE - TEST EVENT

Upcoming Event Registrations

Date Event

There are no records.

Open Invoices

24 Please add the names of **all** your guests. If you do not have all the names available at the time of registration, you can add them later by returning to your "Account Page" and following these steps.

Director

test sponsor

Access My Company Account

Table - Seat 2 Of 4

Current seat allocations

name name x Empty Empty Empty

Contact Details

Prefix

Given Name

Family Name

Email

Mobile

Prev Seat 2 of 4 Next Save & Close Cancel

Event Booking Details

You have booked the following table

Event

EXAMPLE - TEST EVENT

Upcoming Event Registrations

Date Event

There are no records.

Open Invoices

25 Click "Empty" and add attendees details.

Director
test sponsor

Access My Company Account

Table - Seat 2 Of 4

Current seat allocations

name name ✕ Empty Empty Empty

Contact Details

Prefix

Given Name

Family Name

Email

Mobile

Prev Seat 2 of 4 Next Save & Close Cancel

26 Click "Empty"

Director
test sponsor

Access My Company Account

Table - Seat 3 Of 4

Current seat allocations

name name ✕ Empty Empty Empty

Contact Details

Prefix

Given Name

Family Name

Email

Mobile

Prev Seat 3 of 4 Next Save & Close Cancel

27 Once all information has been entered Click "Save & Close"

Access My Company Account

Table - Seat 4 Of 4

Current seat allocations

name name ✖ Empty Empty Empty

Contact Details

Prefix

Given Name

Family Name

Email

Mobile

Prev Seat 4 of 4 Finished Save & Close Cancel

Event Booking Details

You have booked the following table

Event

EXAMPLE - TEST EVENT

Upcoming Event Registrations

Date Event

There are no records.

Open Invoices

manage guests



If this has not been completed at the time of registration you may also receive a reminder "Event Registration Attendee Details Request" email containing a link to your "Account Page". You can access the "Manage Guest" feature either directly through the website or via the link provided in this email, at any time.

Clubs Queensland
Strengthening Clubs. Benefitting Communities.

Event Registration Attendee Details Request

EXAMPLE - TEST EVENT
Tuesday, 8 October 2024
Example address Example

Kerri Hutchison
This is a test record Brisbane, QLD 4000

Thank you for your registration! Please advise the names of your attendees and any dietary requirements by clicking this link - [account page](#). Once there, go to the **Event Booking Details** panel and select **Manage Guests**.

You may review your registration and event information at any time on our website: [EXAMPLE - TEST EVENT](#)

You are registered for the following:

- Registration
- Example event registration

Total charges: 1.00
Total payments: 1.00