Events Online - Customer Submission

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Once you have linked an Event Calendar to your website, here are the typical "steps" of an online Event Registration:

- 1. Each Event with a status of "Open" is shown with a live link. When your customer clicks the live link, the Event Registration form will launch. (NOTE: existings customers should begin in their Portal and go to the Event Registration tab to access the Calendar).
- 2. The Event Registration launches. It will allow for Family or Student Enrollment, depending on the setting in your database. It has its own Legal Policies, and a Questions section that you created. For instructions on setting up these sections please refer to the **Events** section in the How To Guide portion of this site. Your customer will fill out the form with the family/contact/student information, answer any questions you have established, agree to the Event legal policies, provide payment information and then hit Submit at the bottom of the form.
- 3. An email notification containing all the details is sent to the customer, and also to you/your staff (via the "Notification Email" indicated on the Event Type page).
- 4. The Event Registration/enrollment is logged/stored/archived in the Family Misc tab under the "View Registrations" button.
- 5. Additional information is located in this guide on the Event Calendar Views.

<< Previous Month	January 2014 Next Month >						
Sunday	Monday	Tuesday	Wednesday		Thursday	Friday	Saturday
			1 Happy New Year! CLOSED today		2	3	4 11:30a Birthday Party (1) 3:30p Birthday Party (1)
5	6	7	8 Team Photo today		9	10	11 11:30a Birthday Party (1) 3:30p Birthday Party (1)
12	13 Meet Fees DUE today	14	15	event to o Registrati number in	clicks link of desire pen the Event on Form. The parentheses show openings are left.		18 f1:30a Birthday Party (1) 3:30p Birthday Party (1)
19	20	21 Closed MLK Day	22		23	24 7:00p Perent's Night Out (25)	25 11:30a Birthday Party (1) 3:30p Birthday Party (1)