

Track Online Event Registrations and Enrollment Details

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In your database, go to **Events > Online Registrations Report**. This displays registrations in chronological order for your review and denotes if the registration is NEW or an UPDATE to an Existing family. This report can be printed or exported to Excel.

The **Events > Event Detail Report** will provide you with enrollment details.

The pages below will walk you through connecting your Event Calendar to your website.

You can also print off this checklist to help keep you organized [Checklist Events.pdf](#) 
