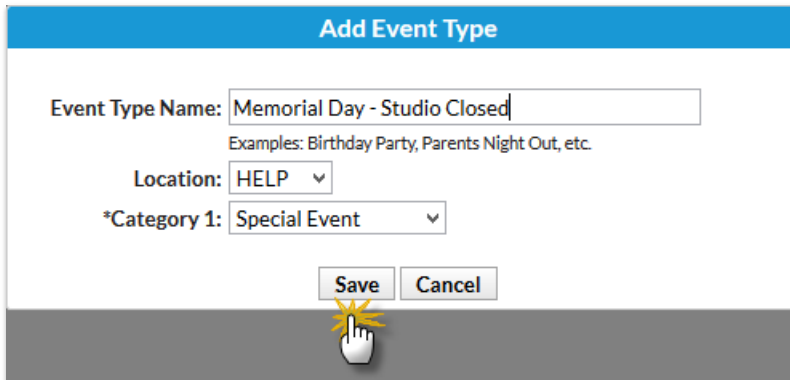


Event Notices (Event Date Status = Notice)

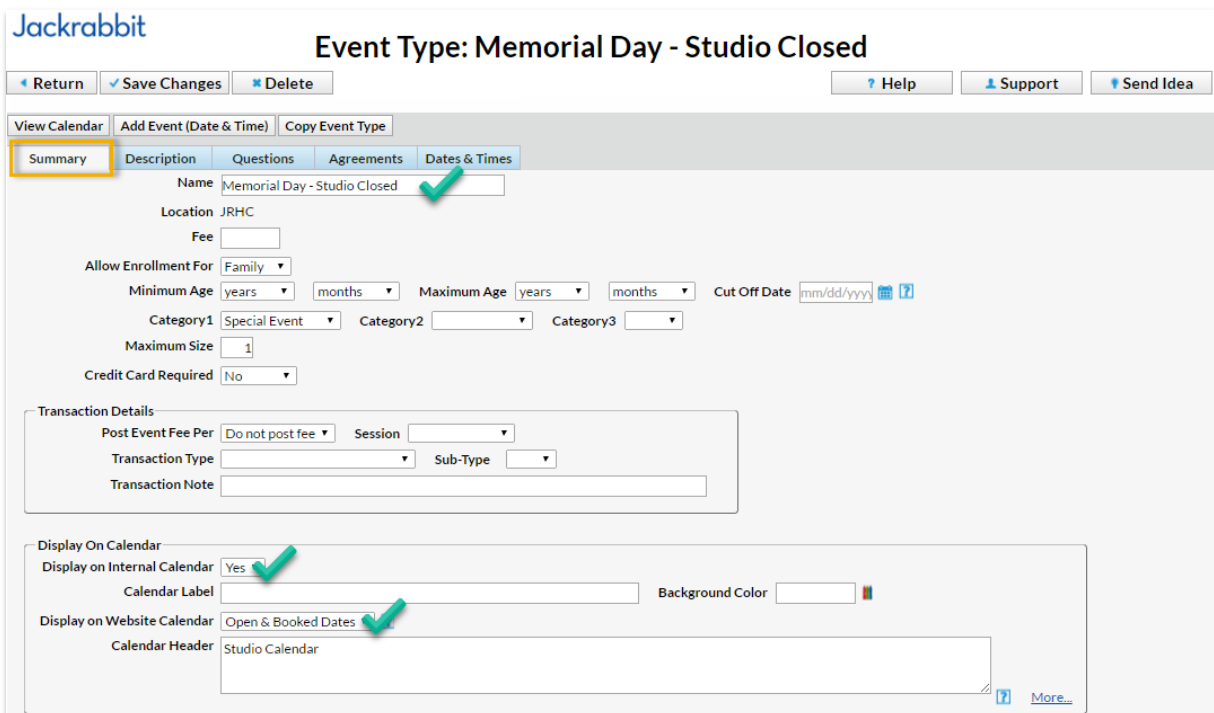
Last Modified on 11/03/2020 12:31 am EST

An Event with the *Status = Notice* allows your organization to add viewable information to your Event Calendar that does not allow registration.

1. Point to the **Events** menu and click **Add Event Type**.
2. Add an **Event Type Name**. The Category 1 is not relevant since this event won't allow for enrollment or revenue, however you must enter one.
3. **Save**



4. When the *Event Type* page opens, give the *Event Type* a **Calendar Label**, a **Background Color**, and set **Display on Website** and **Display on External Calendar** to Yes.
5. **Save Changes**



6. Click the **Add Event (Date & Time)** button.
7. Add the specific **date** and select **Status = Notice**.

8. Select **Show Notice Events After the End Date = Yes** to keep the Notice on the Calendar after the date has passed; leave as **No** to have the event removed from the Calendar after the event date has passed.
9. **Save**

Add Event Dates

Create Events From Date: 5/25/2015 Through Date: 5/25/2015

Start Time: (example 2:30pm)

End Time: (example 4:30pm)

Room:

Status: Notice

Show Notice Events After the End Date: No

Allow Enrollment For: Family

Max Size 1 (overrides max size on the Event Type page)

Select days of the week

Monday ☒ Saturday ☐

Tuesday ☐ Sunday ☐

Wednesday ☐

Thursday ☐

Friday ☐

Instructor 1:

Instructor 2:

Instructor 3:

Instructor 4:

Save Cancel

The *Notice* displays on the *Event Calendar*, however the event is not a clickable link that opens a registration form.

<< Previous Month			May 2015	Next Month >>		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Memorial Day-Closed	26	27	28	29	30
31						