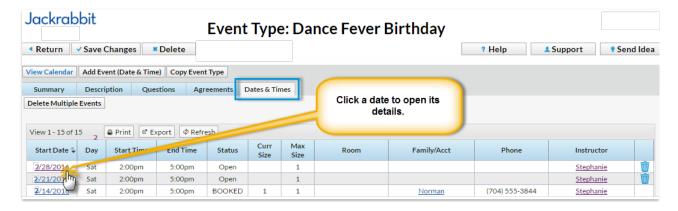
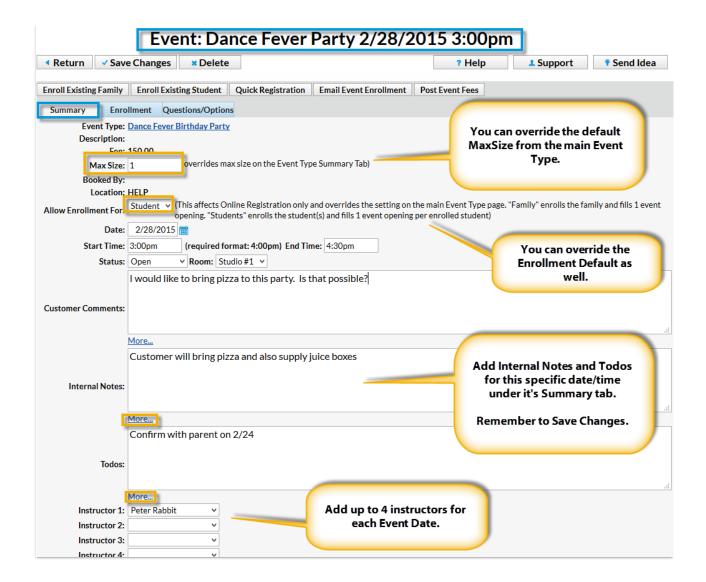
## Work with an Event Date/Time

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

See a short (1:30) video on Working With Events Dates & Posting Fees

Each Event Date & Time has it's own detail pages with tabs & buttons. From the Event Type, Dates & Times tab, click any date link to go to the specific date's details.





- Use the Summary tab fields to add details specific to this Event Date, including a To Do List and Instructors. Be sure to Save Changes.
- View the Event Date's Enrollment by clicking the **Enrollment** tab.
- View submitted answers to your Event Type Questions by clicking the Questions/Options tab.
- Click the Email Event Enrollment button to send an email to the Event enrollee(s).
- Click **Post Event Fees** to post fees to the enrollee(s) at one time. *Note: Do not use this option if* you've set Post Event Fee on Reg? to Student or Family on the Event Type Summary page as this will cause duplicate fee postings.
- Click the Enroll Existing Family, Enroll Existing Student, or Quick Registration buttons to enroll to this Event Date. For more details on event enrollment, see Register / Enroll in an Event.