

Work with an Event Date/Time

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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.

The screenshot shows the Jackrabbit Event Management interface for an event titled "Event Type: Dance Fever Birthday". The interface includes a top navigation bar with buttons for "Return", "Save Changes", and "Delete". Below this is a tabbed interface with tabs for "Summary", "Description", "Questions", "Agreements", and "Dates & Times". The "Dates & Times" tab is selected and highlighted with a blue box. A yellow callout bubble points to the "Dates & Times" tab with the text "Click a date to open its details." Below the tabs is a table with columns: Start Date, Day, Start Time, End Time, Status, Curr Size, Max Size, Room, Family/Acct, Phone, and Instructor. The table displays three rows of event dates: 2/28/2014, 2/21/2014, and 2/14/2014. A mouse cursor is hovering over the "2/28/2014" date link. The table also includes a "Delete Multiple Events" button and a "View 1 - 15 of 15" indicator.

Start Date	Day	Start Time	End Time	Status	Curr Size	Max Size	Room	Family/Acct	Phone	Instructor
2/28/2014	Sat	2:00pm	5:00pm	Open		1				Stephanie
2/21/2014	Sat	2:00pm	5:00pm	Open		1				Stephanie
2/14/2014	Sat	2:00pm	5:00pm	BOOKED	1	1		Norman	(704) 555-3844	Stephanie

Event: Dance Fever Party 2/28/2015 3:00pm

Return
Save Changes
Delete
Help
Support
Send Idea

Enroll Existing Family
Enroll Existing Student
Quick Registration
Email Event Enrollment
Post Event Fees

Summary
Enrollment
Questions/Options

Event Type: [Dance Fever Birthday Party](#)

Description:

Fee: 150.00

Max Size: overrides max size on the Event Type Summary Tab

Booked By:

Location: [HELP](#)

Allow Enrollment For: Student (This affects Online Registration only and overrides the setting on the main Event Type page. "Family" enrolls the family and fills 1 event opening. "Students" enrolls the student(s) and fills 1 event opening per enrolled student)

Date:

Start Time: (required format: 4:00pm) End Time:

Status: Open Room: Studio #1

Customer Comments:

I would like to bring pizza to this party. Is that possible?

[More...](#)

Internal Notes:

Customer will bring pizza and also supply juice boxes

[More...](#)

Todos:

Confirm with parent on 2/24

[More...](#)

Instructor 1: Peter Rabbit

Instructor 2:

Instructor 3:

Instructor 4:

You can override the default MaxSize from the main Event Type.

You can override the Enrollment Default as well.

Add Internal Notes and Todos for this specific date/time under it's Summary tab.

Remember to Save Changes.

Add up to 4 instructors for each Event Date.

- 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](#)