Events - An Overview

Jackrabbit's Events Management feature is typically used for birthday parties, parent's night out, private (one time only) lessons, open houses, etc. Created events reside on the *Event Calendar*, and customers can use the *Event Calendar* to select an event and register.

Events are NOT Classes. Events are treated separately in Jackrabbit and on your website, and they function independently from classes.

Using Events, you can:

- Create a *Calendar Notice* (example: Studio Holiday Closing) that is viewable on the Calendar
- Create a type of event with standard information and multiple dates and times
- Choose whether to allow customers to register students or just the family
- Post an *Event Calendar* on your website
- Allow customers to register themselves into an event via your website
- Add questions specific to that registrants can optionally answer prior to submitting registration
- Add legalese specific to the event that must be accepted (e-signed) prior to submitting the registration
- Auto-post the *Event Fee*
- Email the Event registrant

There are seven permissions required to use all aspects of the Events feature. Go to *Tools > Manage Users & Permissions* to add or edit specific permissions for a user.

- Events Module: The master control for the Events pull-down menu. This must be checked to use any Event menu items.

- Add Event Types: Can add new events

- Delete Event Types: Can delete events

- Add Event Date and Time: Can add individual Event Date/Time entries

- Delete Event Date and Time: Can delete individual Event Date/Time entries

- Recital Module: Ability to edit & view recitals

- Delete Recital: Ability to Delete recitals

	Dance Fever Birthday **Birthday Parties**			Event Calendar Example		

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 **12:00p** Dance Fever Party (1) **3:30p** Dance Fever Party (1)
4 **12:00p** Dance Fever Party (1)	5	6	7	8	9	10 **12:00p** Dance Fever Party (1) **3:30p** Dance Fever Party (1)
11 **12:00p** Dance Fever Party (1)	12	13	14	15	16	17 **12:00p** Dance Fever Party (1) **3:30p** Dance Fever Party (1)
18 **12:00p** Dance Fever Party (1)	19	20	21	22	23	24 **12:00p** Dance Fever Party (1) **3:30p** Dance Fever Party (1)
25 **12:00p** Dance Fever Party (1)	26	27	28	29	30	

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QUICK tip!   Some organizations prefer to create events for their camps. Since events are for a single day, each day of camp would be considered a separate event. We recommend you consider setting up your camps as classes. Refer to **Set Up Camps as Classes** for more information.