

Events - An Overview

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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



Event Type: Dance Fever Birthday

Event Type Example

[Return](#)
[Save Changes](#)
[Copy Event Type](#)
[Delete](#)

[View Calendar](#)
[Add Event \(Date & Time\)](#)

Summary

Description

Questions

Agreements

Dates & Times

Name Dance Fever Birthday

Location EDU

Fee 150.00

Allow Enrollment For Family

Minimum Age 7 years months
Maximum Age 10 years months
Cut Off Date mm/dd/yyyy

Category1 Birthday Party
Category2
Category3 Sat

Maximum Size 1

Credit Card Required Yes

Transaction Details

Post Event Fee Per Family
Session

Transaction Type Birthday Party (Debit)
Sub-Type

Transaction Note Dance Fever Birthday party fee

Display On Calendar

Display on Internal Calendar Yes

Calendar Label Dance Fever Party
Background Color #CCFFFF

Display to Customers Open Dates Only

Calendar Header Birthday Parties

More...

Web Reg Form Graphic URL

Notification Email(s)

Dance Fever Birthday Birthday Parties							Event Calendar Example
<< Previous Month		September 2016				Next Month >>	
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		
Sep ▾ 2016 ▾ Go							



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.