Test Your Online Event

Once you have **created your events** and you are ready to **take them online**, we recommend that you test the workflow so you'll understand your customer's experience. This allows you to make any necessary adjustments before the Event Calendar goes live.

The best way to do this is to use your **External Event Calendar Link** to register a fake family/student for an event.

1. Go to the **Events** menu and select **Calendar**.
2. Click the **External Event Calendar Link** beneath the calendar to open the registration form.
3. Complete and **Submit** the registration form.

Things to review:

- The notification email that was sent to your organization when the registration was submitted.
- The TEST *Family* record that was created during the registration. Have a look at the *Events* tab and check the *Transactions* tab if you've opted to automatically post Event Fees.
- The *Event Date/Time* record > *Enrollment* tab to see the registered TEST family and review the answers to the event questions on the *Questions* tab.
- The Event Online Registrations report (*Events* menu > *Reports*).

When you are happy that everything is as you want, you are ready to take your event live by **adding the External Event Calendar link to your website** or sending it out in an email blast!