

Test Your Online Event

Last Modified on 02/17/2022 1:01 pm EST

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.

Calendar View All Events

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 7:00p Aerial Workshop (5)	2	3	4 6:00p Parent's Night Out (19)	5 1:00p Circus Birthday Party (0) 2:00p Disco Fever Birthday (1)
6	7	8	9	10	11 Argentina Night Out	12 Bir

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External Event Calendar Link: <https://app.jackrabbitclass.com/eventcalendar.asp?orgID=542858>

Registration

[Already a customer? Click here to login.](#)



A traditional circus-themed party where guests can learn and take part in two of the favorite circus acts - aerial silks trampoline.

Event:

Start Date/Time: End Date/Time:

Fee per Family: Room:

* - denotes required fields

Family Information

First Name: * Last Name: *

Type: *

Home Phone: Cell #: Work #:

Email: * (Emails are kept confidential)

Address: *

City: * State/Prov: * Postal Code: *

Questions/Options:

Whose birthday are you celebrating? *

Will you be bringing a cake? *

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!