

Link Directly to a Specific Event (Bypass the Calendar)

Last Modified on 07/28/2022 8:35 am EDT

There may be times when you want to promote just one event (on a specific day/time) rather than your whole Event Calendar. You can make a direct link to that specific event's registration form and put this link either on your webpage or in an email blast. **Note:** Be sure when you **set up your event**, the setting for *Display to Customers* in the *Display on Calendar* section is set to *Open Dates Only* or *Open & Booked Dates*. If you select *No* for this setting, the event will not be visible on the calendar, and the family will not be able to sign up for it in the Parent Portal.

To get the correct URL (hyperlink), you must access your External Calendar:

1. Go to **Events** (menu) > **Calendar**.
2. Look below the calendar, and you'll see the **External Event Calendar Link**. Click the link to open the calendar.
3. Click the calendar on the event day/time you want to promote. The event registration form for that event will open.
4. Copy the URL from the event, located in the address bar (see image example below). This is the hyperlink you can use in emails or web pages to bypass the calendar and have the registration form for the SPECIFIC event launch directly.

Registration

<https://app.jackrabbitclass.com/regevent.asp?xID=5253473&orgid=542858&PortalSession=>

JAZZ
Hands
DANCE STUDIO

Registration

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

Event:

Start Date/Time: End Date/Time:

Fee per Student: Room:

The code can also be copied here:

- o <https://app.jackrabbitclass.com/regevent.asp?xID=XXXXXXXX&orgid=XXXXXXXX&PortalSession=>
- o Replace the **X's** after **xID=** with the **Event Type ID** found in the *Event* record at the bottom left of all pages.

Event 2/25/2022 6:00pm

← RETURN SAVE CHANGES COPY EVENT DELETE

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

Summary Enrollment Questions/Options

Event Type: **Parent's Night Out**

Location: JHD Room: Floor B

Date: 2/25/2022

Start Time: 06:00pm End Time: 10:00pm

Last Updated: 2/22 17:12 PM by SOlson
 Date Created: 2/22 17:12 PM by SOlson
 Id: 5253473

- o Replace the **X's** after **orgid=** with your **Organization ID** found under the **Gear** icon > **Account** > **My Account**.

My Account

← RETURN SAVE CHANGES

BILLING TIER	TOTAL STUDENTS	ACTIVE STUDENTS	LEADS
0/mo <small>N/A</small>	9 <small>Total Students</small>	0 <small>Active Students</small>	0 <small>Total Leads</small>

ORGANIZATIONAL DETAILS **Organizational Details**

BILLING ID: 542858

MARKETING COMMUNICATIONS Name: JazzHands Dance Studio