Event Registration via the Event Calendar (New Customers)
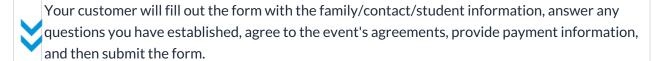
Once you have **created your events** and **linked your Event Calendar** to your website, this is the typical workflow of online event registration:

Each event with a status of *Open* is shown with a live link.

- When your customer clicks the live link, the event registration form will launch. ***Note:*** Existing customers should log in to their Parent Portal and select *Classes & Events* from the menu bar, then select *Find Events* to enroll.

The event registration will launch. It will allow for family or student enrollment, depending on the setting on the *Event Type > Summary* tab (or on the *Event Date/Time* record if it was changed for that specific date). It has its own agreements (legal policies) and a *Questions* section that you created to capture information from the event registrant.

Your customer will fill out the form with the family/contact/student information, answer any questions you have established, agree to the event's agreements, provide payment information, and then submit the form.

An email notification containing all the details is sent to the customer and also to the *Notification Email(s)* indicated on the *Event Type > Summary* tab).

- Information that the customer enters in the event *Additional Information* text box on the registration form will be shown in the notification email that your organization receives.
- Instructors for Events do not automatically receive an email enrollment notification. Event enrollments can be viewed on the *My Schedule* tab in the Staff Portal (see **View Events Schedule**). In addition, the instructor's email can be added to the *Notification Email(s)* on the *Event Type > Summary* tab.

The Event Registration/enrollment is logged and stored in the *Family* record > *Misc* tab under the *View Registrations* button. Click the **View** link to see the registration information.

Frequently Asked Questions