

Add an Event Step 2 - Create Event Dates/Times

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Once you have completed the first step in adding an event, [adding an Event Type](#), you'll need to add specific dates & times when the event will occur so they can show up on your *Event Calendar*.

[Expand/Collapse All](#)

Add Event Dates & Times

1. Click the **Add Event (Date & Time)** button in the *Event Type* record.
2. Enter a **date** in the *Add Event Dates* window.
 - To add multiple event dates, enter a range of dates in the **Create Events From Date** and **Through Date**.
In the screenshot below, the date range is for February. This will add 4 individual event dates, one on each Saturday in the month.
3. Add **start/end times** and add a **Room** if applicable.
4. Set the **Status = Open, Notice, or Unavailable** to ensure the event is displayed on your Event Calendar, (unless you have chosen to also display Booked Events). For a detailed explanation of the options for the *Status* field, see our [Frequently Asked Questions](#) below.
 - If you set **Status = Notice** you can change **Show Notice Events After the End Date** to **Yes** to have the Notice remain on your Event Calendar after the date has passed. The default is **No** and the Notice will drop off the Event Calendar after the event date.
5. **Allow Enrollment For** and **Max Size** default to whatever you entered when you created the *Event Type* (on the *Event Type Summary* tab), but you can change these selections for just this specific date.
6. Check to **Select the days of the week** the event will occur.
7. Add an **Instructor** if applicable and **Save**.

View Event Dates

Event Type Record

Once added, you can view Event Dates on the *Dates & Times* tab of the *Event Type* record.

- Use the **Summary** tab fields in the Event record to customize an Event Date, with the option to add *Comments*, *Internal Notes*, and a *To Do List*.
- View the details of the event registrants from the **Enrollment** tab.
- Access the answers to the questions asked for the Event Type on the **Questions/Options** tab. From there, you can print the answers or export them (Excel, .csv, or PDF).

- Use the **Enroll Existing Family**, **Enroll Existing Student**, or **Quick Registration** buttons to enroll in this Event Date. Learn more about how to [register/enroll in an event](#).
- Click the **Email/Text Event** button to send an email to the Event enrollees (the [Email Event User Permission](#) is required to send an email to parents and students associated with the event).
 - If you are set up for [texting in Jackrabbit](#), you'll have the option to send a text message.
 - If you have the [Jackrabbit Plus mobile app](#), you'll be able to send a push notification.
 - Jackrabbit's email editor will open. Enter a subject and your message and choose who to send the message to (choose from a combination of Contacts, Students, and/or Staff).
- Use the **Post Event Fees** button to post fees to each family or student enrolled in the event. **Note: Do not use this option if you allow online registration into the event and you've set the Post Event Fee Per field on the Event Type > Summary tab to Student or Family as this will cause duplicate fee postings.** Learn more about [posting event fees](#).

Event Calendar

If the Event Type is set to display on the calendar, the individual events will be shown, highlighted in the color selected for the Event Type, and the event's status will be indicated.

List Dates & Times

From the *Events* menu, **List Dates & Times** can be used to generate a listing of Event Dates/Times that shows details of each date. Links provide quick access to the *Event Type* and the *Event* record. The report can be filtered by event status.

Frequently Asked Questions

Q. *What do the different Event Status options mean?*

A. These are the five options for Event Status:

OPEN	The max size of the event has not been reached and the event day and time is still open for registration. Events with a status of <i>Open</i> will display on the Event Calendar (if Display on Website and/or Display on Internal Calendar are set to YES in the Event Type Summary tab).
UNAVAIL	The event date and time is not open for registration. Event Dates / Times with a Status= <i>Unavail</i> will display with a beige highlight on your Events calendar but will not allow registration.
BOOKED	The max size of the event has been reached, the event day/time is booked, and no further enrollment is allowed.

HOLD	The date is being held for some reason and registrations are not currently being accepted. Events with a status set to <i>Hold</i> do not display on the Event calendar.
NOTICE	The event is for notice only. It is viewable but can not be clicked to open a registration form. <i>Example:</i> Studio Holiday Closing.

Q. How do I add an event that takes place over multiple days?

A. In the screenshot below, the date range is for Feb 23 - Feb 25 (Wed-Fri). This will add 3 individual event dates which will all be open for registration. If the event is a multiple-day event, you'll only want registration to be allowed on the first day, not the next two days. To do this, change the *Status* field to **Notice** on the *Summary* tab of the Feb 24th and 25th *Event* records. This event would then show on the Event Calendar as being held over three days.

Alternatively, enter only one Event Date for Feb 23 and add that the event is over three days to the *Registration Form Description* (in the *Event Type* record > *Description* tab).

Create an Event Type and send a private direct link to specific people to invite them to enroll in specific dates/times. Learn how to [Create an Invitation Only Event Date](#).
