Event Registration via the Event Calendar (New Customers)

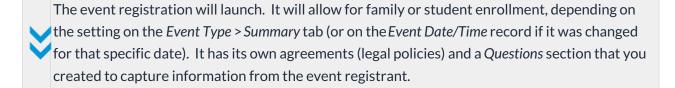
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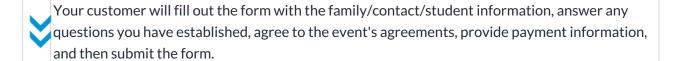
Once you have **created your events** and **linked your Event Calendar** to your website, this is the typical workflow of online event registration:

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.





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.

