

# Event Enrollment via the Parent Portal (Existing Customers)

Last Modified on 05/05/2023 6:08 pm EDT

To allow your existing customers to enroll in Events through their Parent Portals go to the **Gear (icon) > Settings > Parent Portal > Settings (tab)**, and make sure the **Event Registration** checkbox in the left menu is selected.

Once a parent logs into their portal, they can select the **Classes & Events** option in the top menu to access the **Find Events** page.

**Classes & Events**

MY SCHEDULE   FIND CLASSES   **FIND EVENTS**

**My Location**  
Concord  
Huntersville, NC 28078

**Age Ranges**  
Barbie, 11 yrs, 1 mths  
Dani, 14 yrs, 6 mths  
Dave, 14 yrs, 6 mths

Show me events at...  All Locations

Show me events for...  All Ages

**EVENTS** 102 [VIEW IN CALENDAR](#) **DATE: ASCENDING** [ADD A FILTER](#)

WHEN	FOR	EVENT	WHERE	WITH	COST
Fri, 01/13/2023 6:00pm - 9:00pm	3 years 0 months - 12 years 0 months	Parent's Night Out	EDU	William Wallace, Mr. LJ	25.00 / Student
Sat, 01/14/2023 1:00pm - 3:00pm	years 0 months - 10 years 0 months	Dance Fever Party	EDU	Ms Livy, Ms. Dianne	150.00 / Family

When opened, the page is automatically filtered for the age ranges of the students in the family's record and shows only events at the family's Location. With this, the only events displayed are those with min and max age restrictions the students fall into that are located at their Location. The filters can be removed to show all events regardless of Location or age settings by toggling the *Show me*

events at... button to *All Locations* or the *Show me classes for...* button to *All Ages*.

Use the *View in Calendar* link to open and see a calendar view of the events.

The event listings can be further filtered and sorted to narrow down the results.

Sort Options	Filter Options
<ul style="list-style-type: none"> <li>• Ascending by date</li> <li>• Descending by date</li> <li>• Youngest first by age</li> <li>• Oldest first by age</li> <li>• A - Z by location name</li> <li>• Z - A by location name</li> <li>• Low - High by price</li> <li>• High - Low by price</li> </ul>	<ul style="list-style-type: none"> <li>• Event Type</li> <li>• Date range</li> <li>• Days of the week</li> <li>• Age</li> <li>• Location</li> <li>• Price Range</li> </ul>


The screenshot shows an event listing interface with the following components:

- EVENTS 102**: Total number of events.
- VIEW IN CALENDAR**: Link to view events in a calendar format.
- DATE: ASCENDING**: Current sort order.
- ADD A FILTER**: Button to add more filters.
- Sort results by:**
  - ASCENDING by date
  - DESCENDING by date
  - YOUNGEST FIRST by age
  - OLDEST FIRST by age
  - A - Z by location name
  - Z - A by location name
- Filter results by:**
  - EVENT TYPE
  - DATE RANGE
  - DAYS OF THE WEEK
  - AGE
  - LOCATION
  - PRICE RANGE
- Table of Events:**

WHEN	FOR	WITH	PRICE
Fri, 01/13/2023 6:00pm - 9:00pm	3 years 0 months - 12 years 0 months	William Wallace, Mr. L	
Sat, 01/14/2023 1:00pm - 3:00pm	7 years 0 months - 10 years 0 months	Ms Livy, Ms. Dianne	/ Family
Fri, 01/20/2023 6:00pm - 9:00pm	3 years 0 months - 12 years 0 months	William Wallace, Mr. LJ	25.00 / Student
Sat, 01/21/2023 1:00pm - 3:00pm	7 years 0 months - 10 years 0 months	Dance Fever Party	EDU Ms Livy, Ms. Dianne 150.00 / Family

When a parent selects an event from the list shown, they are taken to the *Event Details* page where information about the event is displayed. If they wish to enroll in the event they will click the **Add to Cart** button.


## Event Details



### Parent's Night Out

01/13/2023 6:00PM - 9:00PM  
25.00 /STUDENT

**ADD TO CART**



WHERE  
EDU  
with William Wallace, Mr. LJ

FOR 3 years 0 months - 12 years 0 months      COST 25.00 /Student



If you have set the Event Type to require a credit card, and the family does not have one on file, a message will alert the parent that a saved credit card is required before enrolling. The parent will need to go to the Billing & Payments page to save a payment method before they will be able to add the event to their cart.

The *Add Event to Cart /Enroll* page is where the parent will enroll for the event. Depending on the type of event, a student or multiple students can be selected from the list of eligible students shown by selecting the checkbox next to their name.

They will also be asked to answer the event questions you have defined and can optionally add information they feel is relevant in the *Additional Info > Comments* section. **Note:** *If two or more students are enrolled separately in an event through the Parent Portal and answer questions each time, the last student's answers override all others.*

Before they can select the event the parent will be required to agree to the policies you outlined in the Event Type.

---

## Add Event to Cart

✓ ADD ✕ CANCEL

### Parent's Night Out

01/13/2023 6:00PM - 9:00PM  
25.00

### ENROLL

#### Select Students

Barbie

#### Answer These Questions

Does your child have any allergies? If so, please list.  
Allergic to peanuts.

Would your child like cheese pizza or a hot dog?  
Cheese Pizza

What telephone number can you be reached at during that evening?  
910-232-1235

#### Additional Info

Enter any additional information here  
Barbie will be picked up by her brother at the end of the event.

Comments

#### Policies

I have read and agree.

[VIEW POLICY](#)

I have read and agree.

[VIEW POLICY](#)

I have read and agree.

[VIEW POLICY](#)

Parents must agree to the policies you define in the Event Type.

A confirmation that the event has been added to their cart will display in a pop-up.



Adding an event to the cart does NOT COMPLETE the event enrollment.

At this point, the event is only added to the cart and the parent is taken back to the listing where they can select another event and add it to their cart if needed.

When all desired events have been added to the cart, the parent must click on the **cart icon** in the top right menu and click the **Next Payment** button to pay for the event if payment is required. Select the Payment Method and click the **Make Payment** button.

The screenshot shows a web portal interface with a blue header bar containing navigation links: DASHBOARD, BILLING & PAYMENTS, CLASSES & EVENTS, GIVE, and a shopping cart icon with a notification badge. Below the header, the page title is "Your Cart (1)". A circular shopping cart icon is centered below the title. The main content area displays a payment summary for "Parent's Night Out".

WHO	FEE	WHEN
Barbie Ager	25.00 / Student	01/13/2023 6:00pm

**Class & Event Fees**  
FEES SUBTOTAL  
**25.00**

**Discounting & Prorating**  
TOTAL DISCOUNTS  
**0.00**

**Registration Fees**  
**0.00**

**Tax**  
**0.00**

---

Total Enrollment Fees  
**25.00**

Amount Due Today  
**25.00**

**NEXT: PAYMENT**

Once payment has been completed, a confirmation email is sent to the registrant and also to your organization. This email is sent to the *Notification Email* address designated on the *Event Type > Summary* tab.

The Portal enrollment is viewable from the *Family* record > *Misc* tab > *View Registrations*. It is also logged in *Reports (menu) > Find Reports > Families/Students > Recommended (tab) > Parent/Customer Portal Log*.



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 address can be added to the *Notification Email(s)* on the *Event Type > Summary* tab.