Event Enrollment via the Parent Portal (Existing Customers) Share

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To allow your existing customers to enroll in e vents through their Parent Portals, go to the Gear icon > Settings > Parent Portal > Settings tab and select the *Event Registration* checkbox (left menu).

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

When the page is opened, it automatically filters events to display those available at all Locations and within the age range of the students in the Family record. The parent can adjust the filters according to their search needs. To focus on events specific to the family's Location, the parent will toggle off the *Show me events at... All Locations* filter. To view events that include all age ranges, the parent will toggle on the *Show me classes for... All Ages* filter.

The *View in Calendar* link opens a calendar view of the events.

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

Sort Options	Filter Options
• Ascending by date • Descending by date • Youngest First by age • Oldest First by age • A - Z by location name • Z - A by location name • Low - High by price • High - Low by price	• Event Type • Date Range • Days of the Week • Age • Location • Instructor • Price Range

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 the parent chooses to enroll in the event, they will select the Add to Cart button.

If the Event Type is set to require a payment method and the family does not have one on file, a message will alert the parent to save a payment method prior to enrollment. The parent must go to the Billing & Payments page to save a payment method before they add the event to their cart.

The Add Event to Cart page is where parents enroll for events under a family or student's name(s), depending on the type of event. If the event enrollment is by student, the parent will select the box next to their student's name(s). If the event is enrolled under a family name, the name will display on the enrollment once the event is added to the cart.

The parent will be asked to answer the event questions you have defined and can optionally add information they feel is relevant in the Comments section. Note: If two or more students are enrolled separately in an event through the Parent Portal and answer the 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.

A confirmation that the event has been added to their cart will be displayed 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. The parent can select Continue Shopping and add additional events to the cart or proceed to Checkout Now with the items already in the cart.

Once all events are added to the cart, the parent will go to the Cart icon (top right menu) and select Next Payment to pay for the event if payment is required. The parent will choose the Payment Method and select the Make Payment button.

Once payment is complete, a confirmation email will be sent to the registrant and your organization. This email is sent to the *Notification Email(s)* address(s) 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 the 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 are viewable on the My Schedule tab in the Staff Portal (View Events Schedule). In addition, the instructor's email address can be added to the *Notification Email(s)* on the Event Type > Summary tab.