

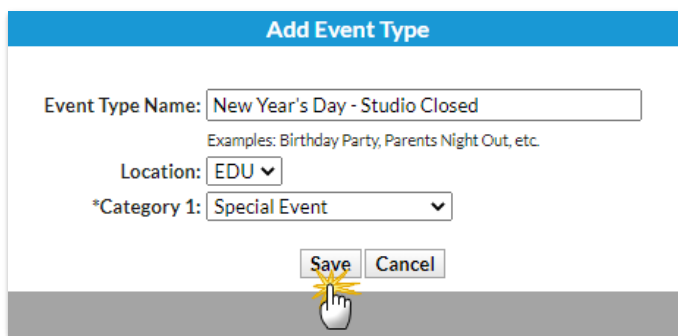
Event Notices (Event Date Status = Notice)

Last Modified on 09/13/2021 4:39 pm EDT

An Event with the *Status = Notice* allows your organization to add viewable information to your Event Calendar that does not allow registration. For example, you can add an announcement that your facility will be closed on a specific day.

Add an Event Notice

1. Point to the **Events** (menu) and click **Add Event Type**.
2. Add an **Event Type Name**. Category 1 is not relevant since this event won't allow for enrollment or revenue, however you must enter one.
3. Click **Save**.



4. When the *Event Type* page opens, complete the following:
 - o Give the *Event Type* a **Name**
 - o Set **Display on Internal Calendar** to **Yes**
 - o Select a **Background Color** (click on the crayon icon 🖍️ to open the color picker)
 - o Select the drop-down **Open & Booked Dates** for **Display to Customers**

Event Type: New Year's Day - Studio Closed

[← RETURN](#) [SAVE CHANGES](#) [COPY EVENT TYPE](#) [DELETE](#)

[View Calendar](#) | [Add Event \(Date & Time\)](#)

Summary | [Description](#) | [Questions](#) | [Agreements](#) | [Dates & Times](#)

Name

Location

Fee

Allow Enrollment For

Minimum Age

Maximum Age

Cut Off Date [?](#)

Category1

Category2

Category3

Maximum Size

Payment Method Information

Do you require parents to save a payment method before enrolling into this Event Type?

Credit/Debit Card Information

Bank Account Information

[Omit this Event Type](#) from requiring payment during Parent Portal enrollment

Transaction Details

Post Event Fee Per Session

Transaction Type Sub-Type

Transaction Note

Display On Calendar

Display on Internal Calendar

Calendar Label

Background Color

Display to Customers [?](#)

Calendar Header

5. Click **Save Changes**.
6. Click the **Add Event (Date & Time)** button.
7. Add the specific **date** and select **Status = Notice**.
8. Select **Show Notice Events After the End Date = Yes** to keep the Notice on the Calendar after the date has passed; leave as **No** to have the event removed from the Calendar after the event date has passed.
9. Click **Save**.

Add Event Dates

Create Events From Date: Through Date:

Start Time: (example 2:30pm)

End Time: (example 4:30pm)

Room:

Status:

Show Notice Events After the End Date:

Allow Enrollment For:

Max Size (overrides max size on the Event Type page)

Select days of the week

Monday **Saturday**

Tuesday Sunday

Wednesday

Thursday

Friday

Instructor 1:

Instructor 2:

Instructor 3:

Instructor 4:

Event Calendar

The *Notice* displays on the *Event Calendar*, however, the event is not a clickable link that opens a registration form.

<< Previous Month		January 2022					Next Month >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1 New Year's Day - Studio Closed	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

