Create an Invitation Only Event Date Share

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Do you ever hold private events that are for invited guests only? Creating a private event is quick and easy! When you create an invitation only event, a URL is provided to share with your guests. A private event does not display on your External Event Calendar.

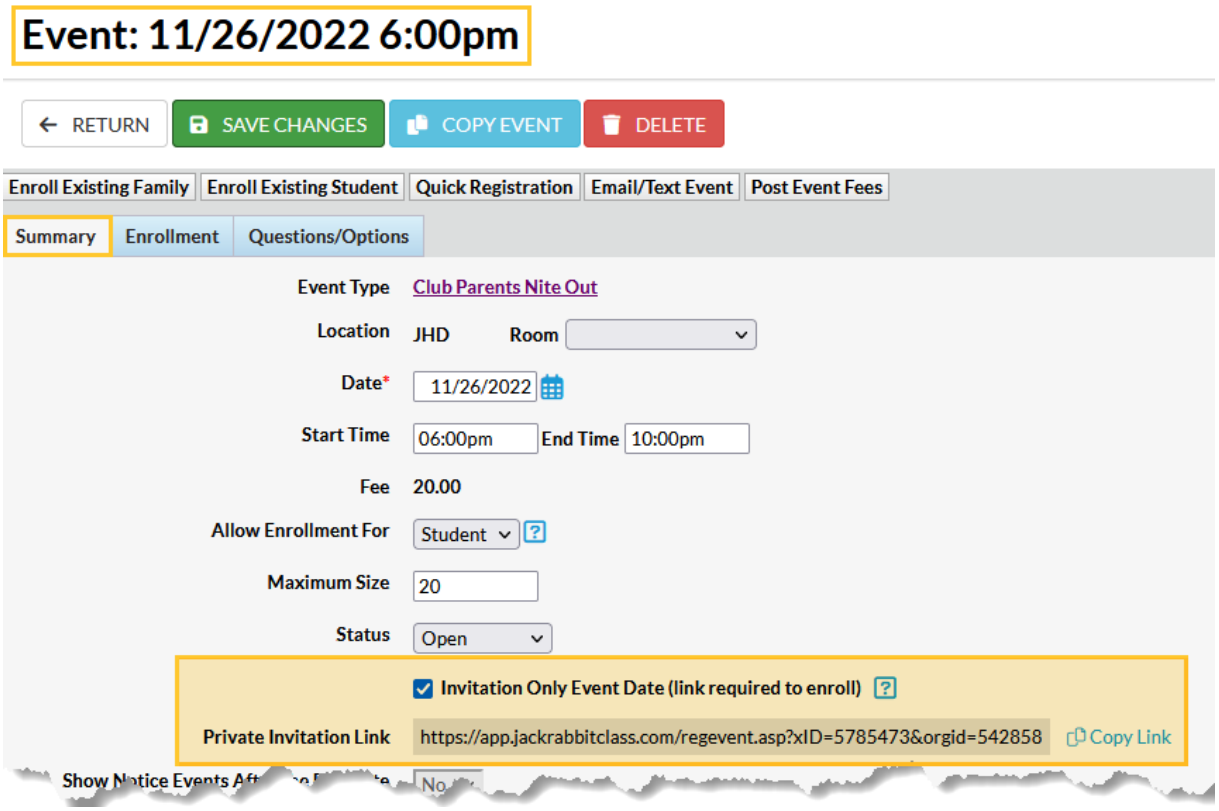
Examples of a private event could be:

- Tryouts for the Cheer Level 3 Team, where invitations are sent to students on the Cheer Level 2 Team.
- A back handspring clinic only for students who are struggling with that skill.
- A Parent's Night Out for club members only.

Adding an Event Type is the first step in creating a private event. The date/time of the event is then added to the Event Type.

Edit an Event Date & Time to Make it an Invitation Only Event

1. In the Event Type details (*Activities* menu > *Events* > *List Event Type*), go to the **Dates & Times** tab.
2. Use the link in the **Start Date** column to open the details for the specific date and time you want to make private.
3. Ensure the *Status* is set to **Open**. The *Invitation Only Event Date* setting and *Private Invitation Link* are disabled when the *Status* = anything other than *Open*.
   The Status must remain Open for the Private Invitation Link to take the invitee to your event enrollment form so they can enroll. When you change the Event Date/Time Status to any other status, the invitees will be directed to a page indicating that the event has been reserved and enrollment is not allowed.
4. Select the checkbox for the **Invitation Only Event Date** setting and **Save Changes**. This specific date and time of the Event Type will now be hidden from your Event Calendar, regardless of the *Display to Customers* setting on the *Event Type Summary* tab.



Use **Copy Link** to send the *Private Invitation Link* to those you want to invite to the event. Note: *Copy Link* can only be used when the Status = Open and the checkbox for Private Invite Link is checked.

When a guest goes to that URL, the event registration form will open with prefilled event information. Existing customers can use the *Already a customer?* link to log in to their Parent Portal and complete the registration. New customers will complete the registration form to be added to Jackrabbit and enrolled in the event.