Test Your Online Event

Last Modified on 06/05/2019 8:44 pm EDT

*Read the page **Events Online** overview first.*

Watch a (2:39) video tutorial on Testing Online Event Registration Link

1. Go to **Tools > Parent Portal Settings > Settings** tab, and ensure that *Event Registration* is check marked in the left side menu which determines which tabs will display in the Parent Portal.

2. Test your online (external) Event Calendar and the Event Registration Form as a "New" customer. Go to: **Tools > Online Web Registration > Events Calendar/Registration** (at bottom of left mini-menu), then click "Sample Link: View Monthly Events Calendar":

Click an item below
Getting Started
Settings
Field Labels/Hidden/Required
Agreement Text (Legalese)
Website Class Listings
Events Calendar/Registration

Events Calendar/Event Registration Form Link (for your website)
On your website, you will place a link to your Monthly Events Calendar. This will display events you have set to 'Display on Website'=Yes. Clicking on a Ev

Sample Link: View Monthly Events Calendar

Your Organization ID: 507172

click here to launch your "external" Event Calendar, then select any specific Event from the Calendar. Edit the form using the tabs on each Event Type's Summary page.

The external Event Calendar will launch showing all Events that have Status= Open, Unavailable, and Notice. The number in parenthesis after the name, such as (20), denotes the remaining number of openings for that event if it includes registration.

3. Click any underlined Event, and your Event Registration Form will launch. Fill it out and submit it just as your customer would. (The set-up of Events is covered in the How To Guide **Event** section.)