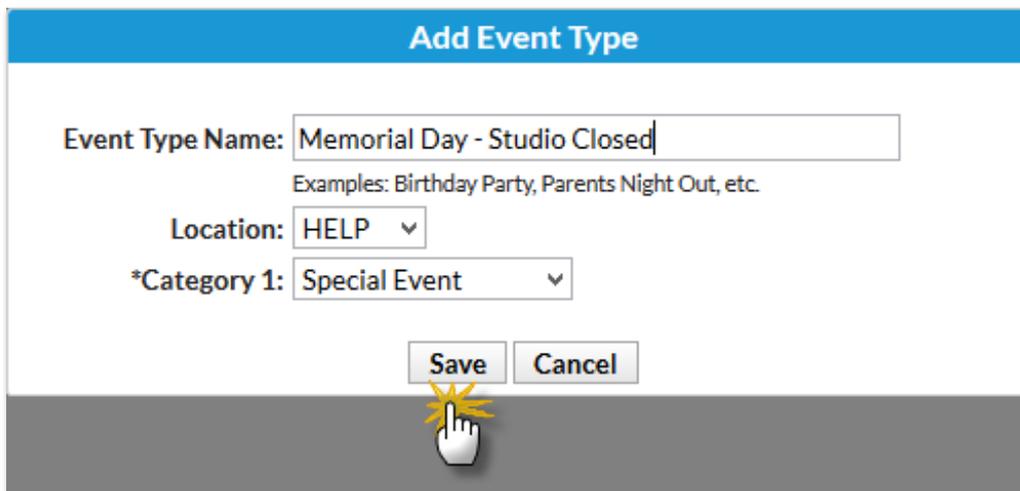


# Event Notices (Event Date Status = Notice)

Last Modified on 06/05/2019 8:45 pm EDT

An Event with the *Status = Notice* allows your organization to add viewable information to your Event Calendar that does not allow registration.

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



**Add Event Type**

Event Type Name:

Examples: Birthday Party, Parents Night Out, etc.

Location:

\*Category 1:

4. When the *Event Type* page opens, give the *Event Type* a **Calendar Label**, a **Background Color**, and set **Display on Website** and **Display on External Calendar** to Yes.
5. **Save Changes**

Return Save Changes Delete Help Support Send Idea

View Calendar Add Event (Date & Time) Copy Event Type

Summary Description Questions Agreements Dates & Times

Name Memorial Day - Studio Closed ✓

Location JRHC

Fee

Allow Enrollment For Family

Minimum Age years months Maximum Age years months Cut Off Date mm/dd/yyyy

Category1 Special Event Category2 Category3

Maximum Size 1

Credit Card Required No

Transaction Details

Post Event Fee Per Do not post fee Session

Transaction Type Sub-Type

Transaction Note

Display On Calendar

Display on Internal Calendar Yes ✓

Calendar Label Background Color

Display on Website Calendar Open & Booked Dates ✓

Calendar Header Studio Calendar

More...

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. **Save**

**Add Event Dates**

Create Events From Date: 5/25/2015  Through Date: 5/25/2015 

Start Time:  (example 2:30pm)

End Time:  (example 4:30pm)

Room:

Status: Notice

Show Notice Events After the End Date: No

Allow Enrollment For: Family

Max Size 1  (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:

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

<< Previous Month			May 2015	Next Month >>		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Memorial Day-Closed	26	27	28	29	30
31						