

Work with an Event Date/Time

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

See a short (1:30) video on Working With Events Dates & Posting Fees

Each Event *Date & Time* has it's own detail pages with tabs & buttons. From the *Event Type*, *Dates & Times* tab, click any **date link** to go to the specific date's details.

Jackrabbit

Event Type: Dance Fever Birthday

Return Save Changes Delete Help Support Send Idea

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

Summary Description Questions Agreements **Dates & Times**

Delete Multiple Events

View 1 - 15 of 15 2 Print Export Refresh

Start Date	Day	Start Time	End Time	Status	Curr Size	Max Size	Room	Family/Acct	Phone	Instructor
2/28/2014	Sat	2:00pm	5:00pm	Open		1				Stephanie
2/21/2014	Sat	2:00pm	5:00pm	Open		1				Stephanie
2/14/2014	Sat	2:00pm	5:00pm	BOOKED	1	1		Norman	(704) 555-3844	Stephanie

Event: Dance Fever Party 2/28/2015 3:00pm

[Return](#) [Save Changes](#) [Delete](#) [Help](#) [Support](#) [Send Idea](#)

[Enroll Existing Family](#) [Enroll Existing Student](#) [Quick Registration](#) [Email Event Enrollment](#) [Post Event Fees](#)

Summary Enrollment Questions/Options

Event Type: [Dance Fever Birthday Party](#)
 Description:
 Fee: 150.00
 Max Size: 1 (overrides max size on the Event Type Summary Tab)
 Booked By:
 Location: HELP
 Allow Enrollment For: Student (This affects Online Registration only and overrides the setting on the main Event Type page. "Family" enrolls the family and fills 1 event opening. "Students" enrolls the student(s) and fills 1 event opening per enrolled student)
 Date: 2/28/2015
 Start Time: 3:00pm (required format: 4:00pm) End Time: 4:30pm
 Status: Open Room: Studio #1
 Customer Comments:
 I would like to bring pizza to this party. Is that possible?
 Internal Notes:
 More...
 Customer will bring pizza and also supply juice boxes
 More...
 Confirm with parent on 2/24
 Todos:
 More...
 Instructor 1: Peter Rabbit
 Instructor 2:
 Instructor 3:
 Instructor 4:

You can override the default MaxSize from the main Event Type.

You can override the Enrollment Default as well.

Add Internal Notes and Todos for this specific date/time under it's Summary tab. Remember to Save Changes.

Add up to 4 instructors for each Event Date.

- Use the *Summary* tab fields to add details specific to this *Event Date*, including a *To Do List* and *Instructors*. Be sure to **Save Changes**.
- View the Event Date's Enrollment by clicking the **Enrollment** tab.
- View submitted answers to your Event Type Questions by clicking the **Questions/Options** tab.
- Click the **Email Event Enrollment** button to send an email to the Event enrollee(s).
- Click **Post Event Fees** to post fees to the enrollee(s) at one time. *Note: Do not use this option if you've set Post Event Fee on Reg? to Student or Family on the Event Type Summary page as this will cause duplicate fee postings.*

- Click the **Enroll Existing Family**, **Enroll Existing Student**, or **Quick Registration** buttons to enroll to this Event Date. For more details on event enrollment, see [Register / Enroll in an Event](#).
-