

Events - An Overview

Last Modified on 06/10/2020 3:03 pm EDT

Jackrabbit's Events Management feature is typically used for birthday parties, parent's night out, private (one time only) lessons, open houses, etc. Created events reside on the *Event Calendar*, and customers can use the *Event Calendar* to select an event and register.



Events are NOT Classes. Events are treated separately in Jackrabbit and on your website, and they function independently from classes.

Using Events, you can:

- Create a *Calendar Notice* (example: Studio Holiday Closing) that is viewable on the Calendar
- Create a type of event with standard information and multiple dates and times
- Choose whether to allow customers to register students or just the family
- Post an *Event Calendar* on your website
- Allow customers to register themselves into an event via your website
- Add questions specific to that registrants can optionally answer prior to submitting registration
- Add legalese specific to the event that must be accepted (e-signed) prior to submitting the registration
- Auto-post the *Event Fee*
- Email the Event registrant

There are seven permissions required to use all aspects of the Events feature. Go to **Tools > Manage Users & Permissions** to add or edit specific permissions for a user.

- Events Module: The master control for the Events pull-down menu. This must be checked to use

any Event menu items.

- Add Event Types: Can add new events
- Delete Event Types: Can delete events
- Add Event Date and Time: Can add individual Event Date/Time entries
- Delete Event Date and Time: Can delete individual Event Date/Time entries

Jackrabbit **Event Type: Dance Fever Birthday** Event Type Example

[← 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

Credit Card Required

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 [?](#) [More...](#)

Web Reg Form Graphic URL

Notification Email(s)

Dance Fever Birthday

Birthday Parties

Event Calendar Example

<< Previous Month		September 2016					Next Month >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
				1	2	3 12:00p Dance Fever Party (1) 3:30p Dance Fever Party (1)	
4 12:00p Dance Fever Party (1)	5	6	7	8	9	10 12:00p Dance Fever Party (1) 3:30p Dance Fever Party (1)	
11 12:00p Dance Fever Party (1)	12	13	14	15	16	17 12:00p Dance Fever Party (1) 3:30p Dance Fever Party (1)	
18 12:00p Dance Fever Party (1)	19	20	21	22	23	24 12:00p Dance Fever Party (1) 3:30p Dance Fever Party (1)	
25 12:00p Dance Fever Party (1)	26	27	28	29	30		