

# Add an Event Step 2 - Create Event Dates/Times

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Once you have completed the first step in adding an event, [adding an Event Type](#), you'll need to add specific dates & times when the event will occur so they can show up on your *Event Calendar*.

To add event dates and times:

1. In the Event Type record, select the **Add Event (Date & Time)** button.
2. In the *Add Event Dates* window, enter a **date** (or a range of dates).
3. Add **start/end times**.
4. Add a **Room** if applicable.
5. To ensure the event is displayed on your Event Calendar, set **Status=Open, Notice or Unavailable** (unless you have chosen to also display Booked Events). For a detailed explanation of the four options for the *Status* field, see our FAQ article [What do the different Event Status options mean?](#)
6. If you set **Status=Notice** you can change **Show Notice Events After the End Date** to **Yes** to have the Notice remain on your Event Calendar after the date has passed. The default is **No** and the Notice will drop off the Event Calendar after the event date.
7. **Allow Enrollment For** defaults to whatever you entered when you created the *Event Type* (on the *Event Type Summary* tab), but you can switch this selection for a specific date here if you'd like.
8. **Max Size** defaults to whatever you entered when you created the *Event Type* (on the *Event Type Summary* tab), but you can change it for this event

date only by changing the *Max Size* field.

9. Check the correct **day** of the week.
10. Add an **Instructor** if applicable.
11. **Save**.

**Add Event Dates**

Create Events From Date:  Through Date:

Start Time:  (example 2:30pm)

End Time:  (example 4:30pm)

Room:  ▼

Status:  ▼

Show Notice Events After the End Date:  ▼

Allow Enrollment For:  ▼

Max Size  (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:  ▼

## Event Type: Dance Fever Birthday Party

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

### Scheduled Events

View 1 - 13 of 13 Print Export Refresh

Start Date	Day	Start Time	End Time	Status	Curr Size	Max Size	Room	Family/Acct	Phone	Instructor	
<a href="#">5/30/2015</a>	Sat	1:00pm	3:30pm	Open		1	Studio #1			<a href="#">Lisa</a>	
<a href="#">5/23/2015</a>	Sat	1:00pm	3:30pm	Open		1	Studio #1			<a href="#">Lisa</a>	
<a href="#">5/16/2015</a>	Sat	1:00pm	3:30pm	Open		1	Studio #1			<a href="#">Lisa</a>	
<a href="#">5/9/2015</a>	Sat	1:00pm	3:30pm	Open		1	Studio #1			<a href="#">Lisa</a>	
<a href="#">5/2/2015</a>	Sat	1:00pm	3:30pm	Open		1	Studio #1			<a href="#">Lisa</a>	
<a href="#">4/25/2015</a>	Sat	1:00pm	3:30pm	Open		1	Studio #1			<a href="#">Lisa</a>	
<a href="#">4/18/2015</a>	Sat	1:00pm	3:30pm	Open		1	Studio #1			<a href="#">Lisa</a>	

These Event Dates/Times can display on the Events Calendar which can be added to your website.



<< Previous Month May 2015 Next Month >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 1:00p Dance Fever Birthday Party (1)
3	4	5	6	7	8	9 1:00p Dance Fever Birthday Party (1)
10	11	12				16 1:00p Dance Fever Birthday Party (1)
17	18	19	20	21	22	23 1:00p Dance Fever Birthday Party (1)
24	25	26	27	28	29	30 1:00p Dance Fever Birthday Party (1)
31						

The Event Calendar can be added to your website. When a customer click on an Event DayTime, they are directed to an Event Registration form.



May 2015 Go



## Registration

⚠ 1 openings left in this event!

[Already a customer? Click here to login.](#)

Event: Dance Fever Birthday  
Start Date/Time: 05/09/2015 1:00pm End Date/Time: 05/09/2015 3:30pm  
Room: Studio A

\* - denotes required fields

### Family Information

First Name: \*  Last Name: \*

Type: \*

Home Phone:  Cell #:  Work #:

Email:  (Emails are kept confidential)

Address: \*

City: \*  State: \*  Zip: \*

Emergency Contact Info (Not Contact #1 or #2)

When a customer clicks on a specific event on the Event Calendar, your registration form opens with the event date/time already completed.