

Register a New Customer into an Event from within your Database

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1. Point to **Events** and then click **Calendar - Open**.
2. Locate the appropriate date and time and click the **Event Name**.
3. Click the **Quick Registration** button to register the new family.
4. Complete the fields on the *Registration Form* for this family or student.

Note: The Registration form will allow students to be enrolled only if the event is set to allow for Student Enrollment. See the **Add an Event** topic for details on the difference between student-based and family-based event enrollment.

5. Click **Submit Registration**.



Quick Registration does not display any agreement text as the Jackrabbit user can not e-sign (check I Have Read and Agree) agreement legalese for a customer. For this reason, Jackrabbit recommends that the customer register from the Event Calendar on your website.
