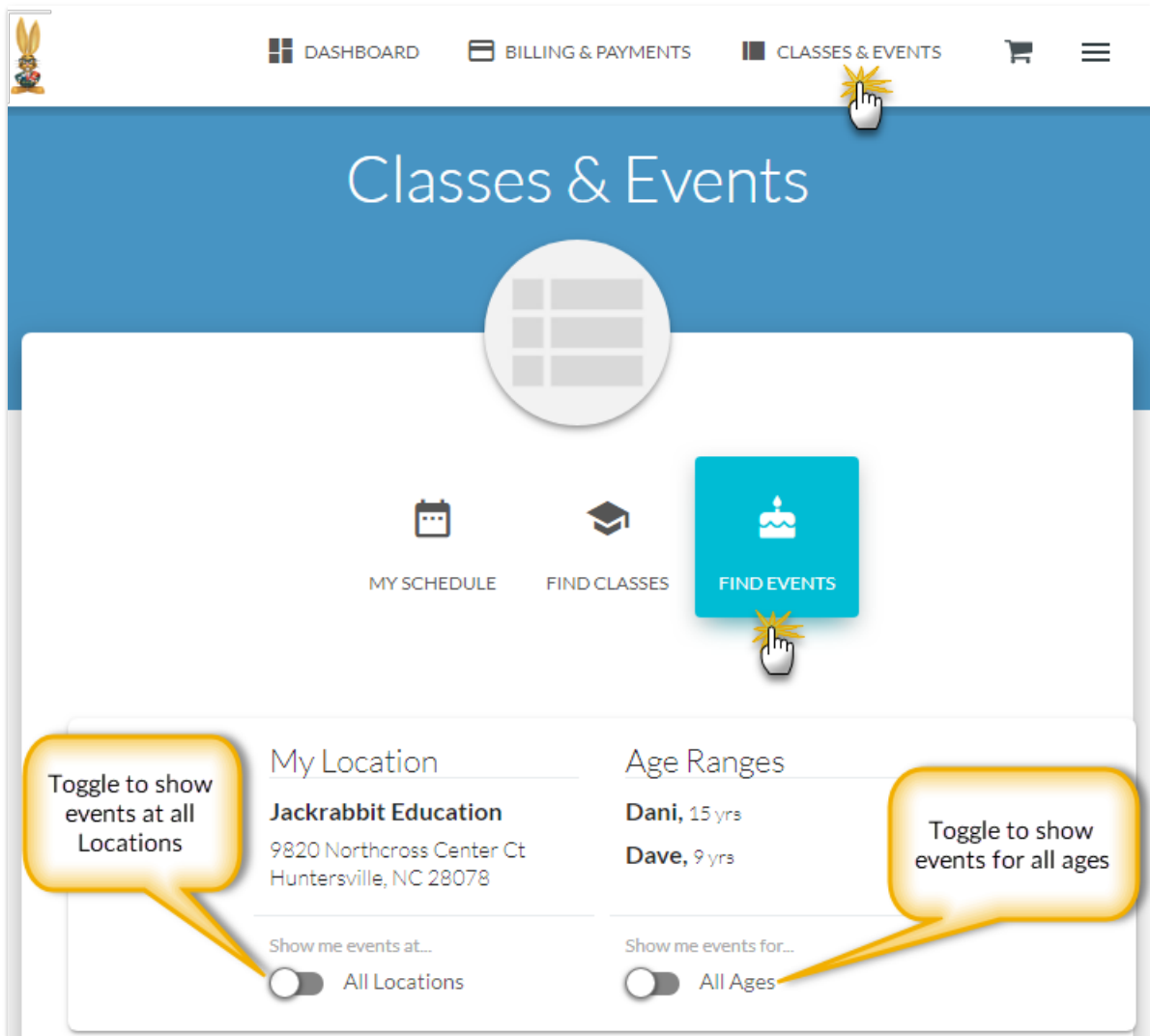


Event Enrollment via the Parent Portal (Existing Customers)

Last Modified on 10/19/2020 4:47 pm EDT

To allow your existing customers to enroll in Events through their portals go to **Tools > Parent Portal > Settings**, and make sure the *Event Registration* checkbox in the left menu is selected.

Once a parent logs into their portal, they can select the **Classes & Events** option in the top menu to access the **Find Events** page.



When opened, the page is automatically filtered for the age ranges of the students in the family's record and to show only events at the family's Location. With this, the only classes displayed are those with min and max age restrictions the students fall into that are located at their Location. The filters can be removed to show all events regardless of Location or the age settings by toggling the *Show me events at...* button to *All Locations* or the *Show me classes for...* button to *All Ages*.

The event listings can be further filtered and sorted to narrow down the results.

[Sort options:](#)

- By date of event
- By event ages
- Alphabetically by location
- By price (event fee)

Filter options

- Date range
- Age
- Location
- Instructor
- Price range

There is also an option to view the Events in calendar form.

The screenshot shows a user interface for event listings. At the top left, it says "DATE: SOONEST" and "14 Events". A hand cursor points to the "14 Events" text. A dropdown menu is open, showing sorting options: "Sort results by:", "SOONEST by date", "FURTHEST OUT by date", "YOUNGEST FIRST by age", "OLDEST FIRST by age", "A - Z by location name", and "Z - A by location name". On the right side, a hand cursor points to a blue circular menu icon. A dropdown menu is open from this icon, showing filtering options: "Filter results by:", "DATE RANGE", "AGE", "LOCATION", "INSTRUCTOR", and "PRICE RANGE". Below these options is a table with columns: WHEN, FOR, EVENT, WHERE, WITH, and COST.

WHEN	FOR	EVENT	WHERE	WITH	COST
04/13/2018 6:00pm - 10:00pm	5 - 12	Parent's Night Out	Jackrabbit Education	John L.	25.00 / Student
04/14/2018 1:00pm - 3:00pm	7 - 10	Dance Fever Party	Jackrabbit Education	Dianne H.	150.00 / Family

When the parent selects an event from the list shown, they are taken to the *Event Details* page where information about the event is displayed. If they wish to enroll a student(s) into the event they will click the **Add to Cart** button.

Event Details



Parent's Night Out

06/15/2018 6:00PM - 9:00PM

20.00 /FAMILY

ENROLL IN THIS EVENT

WHERE

Oakwood Childcare

FOR	COST
All Ages	20.00



If you have set the Event Type to require a credit card, and the family does not have one on file, a message will alert the parent that a saved credit card is required before enrolling. The parent will need to go to the Billing & Payments page to save a payment method before they will be able to add the event to their cart.

The *Enroll* page is where the parent will select a student, or multiple students, from the list of eligible students shown by selecting the checkbox next to their name.

They will be also be asked to answer the event questions you have defined and can optionally add information they feel is relevant in the *Additional Info > Comments* section.

Before they can select the event (by clicking **Enroll**) the parent will be required to agree to the policies you outlined in the Event Type.

Enroll

✓ ENROLL

X CANCEL

06/15/2018 6:00PM - 9:00PM

20.00 /FAMILY

ENROLL

Select Students

Dave

Answer These Questions

Does your child have any allergies? If so, please list.

no allergies

Would your child like cheese pizza or a hot dog? *

hot dog

What telephone number can you be reached at during that evening? *

704 555 2415

Additional Info

Questions or Concerns

Comments

Policies

I have read and agree.

[VIEW POLICY](#)

Parents must agree to the policies you define in the Event Type

A confirmation that the event has been enrolled in the event will display in a pop-up.

At this point, the parent is taken back to the list of events where they can continue to select events to add. A confirmation email is sent to the registrant and also your organization. This email is sent to the *Notification Email* address designated on the *Event Type*.



*Your parents will need to add the event(s) to the cart. A confirmation that the event has been added to their card will display in a pop-up. When all desired events have been added to the cart, the parent must click on the card icon in the top menu and click the **Enroll Now** button to complete the enrollments.*

The Portal enrollment is viewable from the *Family* record > *Misc* tab > *View Registrations* button. It is also logged in *Reports* > *All Reports* > *Parent Portal Log*.
