

Lesson #8 - Events

Review (Optional)

The eighth lesson in this Learning Series, Front Desk Staff, is designed to get you familiar with enrolling/registering families or students in events and booking appointments from within Jackrabbit. You may wish to review the articles listed below before beginning.



The review articles in the bullet list below will open the Help article in a new tab. When you are finished reviewing the material, close the tab and return to this page to access the next article using the links below.

- [Active vs Inactive Families](#)
 - [Work With All Families - View, Search, and Mass Actions](#)
 - [Work With All Students - View, Search, and Mass Actions](#)
 - [Search for People in your Database](#)
-

Event Management Overview



Permissions control your Users' ability to see certain data and take specific actions. Before proceeding, review [User Permissions for Events](#).

Jackrabbit's Events Management feature handles birthday parties, parent's night out, workshops, and more.

- ★ Customize event registration by adding specific questions, agreements, and policies that must be completed before submission.
- ★ Display an event calendar on your website, allowing customers to register for events and view important notices like studio closures.
- ★ Automate event fee posting and send confirmation emails to registrants.



Jackrabbit classes and events are treated very differently, both in terms of how they are created and how they are managed. Visit [Compare Events & Classes](#) in Jackrabbit for a summary of the similarities and differences between them.

▣ Frequently Asked Questions

Add an Event - Step 1-Create the Event Type

The first step in creating an event is to create the **Event Type**.

Think of the Event Type as the umbrella ☂. All the specific dates and times for that event fit under it, and you'll add those details in the [second step](#) of creating your event.

The Event Type customizes the registration form used for all occurrences of this type of event and defines things like payment policies and legal policies (agreements). These settings will be the defaults; however, they can be overridden for individual Event Dates/Times as needed.

To create an Event Type:

1. Go to **Events** (menu) > **Add Event Type**.
2. Add an **Event Type Name**, **Location**, and **Category 1**.
3. **Save** your changes. The Event Type is created and opens to the Summary tab.

Event Type Circus Birthday Party

Name

Location

Fee

Allow Enrollment For

Minimum Age
 Maximum Age
 Cut Off Date

Category1
 Category2
 Category3

Maximum Size

Payment Method Information
 Do you require parents to save a payment method before enrolling into this Event Type?

Online Reg Form Graphic URL

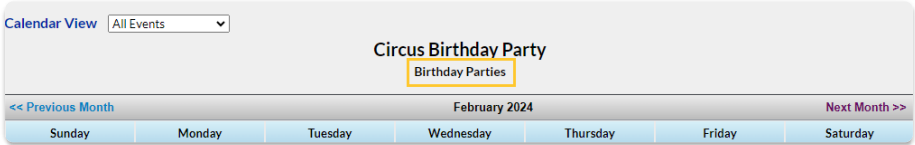
Notification Email(s)

4. Enter specifics about the event on the Summary tab of the Event Type record. While the fields are optional, we recommend you complete as many as possible. **Save Changes.**

[Event Type Summary Tab - Fields Explained](#)

Fee	Enter the cost of the event per registrant as the Event Fee.
Allow Enrollment For	Select Family if you prefer to allow customers to enroll their Family and fill 1 event opening. Select Student to allow the customer to enroll up to 5 students and fill 1 event opening per student. Note: What you enter here will be the default for all Event Dates/Times, but it can be changed for any of the event dates individually.
Min Age/Max Age	<p>Enter a Minimum Age and Maximum Age for the event, including years and months. The min/max age can be used to set age restrictions for event registrations.</p> <p>Note: Minimum Age and Maximum Age are only factored in if <i>Allow Enrollment For</i> is set to Student.</p>


<p>Cut Off Date</p>	<p>Optionally, enter a Cut Off Date. If a cut-off date is entered, the student's age on the cut-off date is used to determine if the student meets the event's age requirements.</p> <p>Note: <i>Cut Off Date</i> is only factored in if <i>Allow Enrollment For</i> is set to Student.</p>
<p>Category 1</p>	<p>Select a Category 1 to have assigned to all of the event fees.</p>
<p><u>Cat 2/Cat 3</u></p>	<p>Add a Category 2/Category 3 if applicable. These fields will further classify the event fees.</p>
<p>Maximum Size</p>	<p>Enter a Maximum Size for the event. Note: For a Birthday Party or Private Event, enter the Maximum Size as 1. This ensures that only one customer books the event.</p>
<p>Payment Method Information</p>	<p><i>Do you require parents to save a payment method before enrolling in this Event Type?</i></p> <ul style="list-style-type: none"> ○ If ePayments is not set up, this section is not visible. ○ If ePayments is set up, you will see a Payment Method Information section with a <i>Credit/Debit Card Information</i> field and a <i>Bank Account Information</i> field (Yes/No/Optional). If payment in the Parent Portal is required, they will also see a checkbox for <i>Omit this Event Type</i> from requiring payment during Parent Portal enrollment. <p>Select Yes to require that the credit card fields be completed. Select No to hide the credit card fields. Select Optional to display the fields but allow the registrant to choose whether or not to add credit card details.</p> <p>Note: The option to pay via bank account is unavailable when registering for an event. This field would only be capturing that information to secure the booking.</p>
<p>Post Event Fee Per</p>	<p>Select Family to auto-post the fee once per family. Select Student to auto-post the fee once per student. Select Do Not Post Fee if you do not want the event fee to automatically post when a customer registers.</p>

Session	Add a Session from the <i>Session</i> drop-down choices.
Transaction Type / Sub-Type / Note	If Post Event Fee Per is either Family or Student, include a Transaction Type . Optionally, include a Sub-Type and Note.
Display on Internal Calendar	Select Yes/No depending on whether this event should be displayed on the internal Event Calendar. This calendar can only be seen by a User logged into Jackrabbit.
Calendar Label	Whatever you type here will display as the Event Name on the Event Calendar.
Background Color	Click the crayon icon to choose a color. This color will be a background for the <i>Calendar Label</i> on your internal Event Calendar. We recommend using lighter colors as they make the calendar easier to read.
Display to Customers	Select which event dates to display on your external Event Calendar and in the Parent Portal : <ul style="list-style-type: none"> ○ Select No if you do not want any dates to display. ○ Select Open Dates Only to display only those events with an open status. ○ Select Open & Booked Dates to display event dates with an open status and allow enrollment. Booked and unavailable event dates will also be displayed but will not allow enrollment. Note: Regardless of this setting, an Invitation-Only Event will not display on your external Event Calendar or in the Parent Portal.
Calendar Header	Create a header for your Event Calendar that displays when it has been filtered for a specific Event Type. The Event Calendar below is filtered for the Event Type Circus Birthday Party. It has a <i>Calendar Header</i> assigned, Birthday Parties.  <p>The screenshot shows a calendar interface with a header for 'Circus Birthday Party' and a sub-header 'Birthday Parties' highlighted with a yellow box. Below the header is a navigation bar with '<< Previous Month', 'February 2024', and 'Next Month >>'. At the bottom is a row of days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday.</p>

Online Reg Form Graphic URL	Customize your event registration form with special images or graphics for specific events. The image must reside somewhere on the Internet and have a URL (a web address that usually starts with https:// or http://) to be displayed on your registration form. Enter that URL here.
Notification Email(s)	Whenever a customer registers for an event, an email notification will be sent to the email address(es) entered here. Separate multiple email addresses with a comma.

5. On the Description tab, add the **Internal Description** (Users within Jackrabbit see this description) and the **Registration Form Description** (customers will see this description). **Save Changes**.

[Sample Event Registration Form](#)




JAZZ
Hands
DANCE STUDIO

Registration

⚠ 1 openings left in this event!

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



2 A traditional circus-themed party where guests can learn and take part in two of the favorite circus acts - aerial silks trampoline.

Event:

Start Date/Time: End Date/Time:

Fee per Family: Room:

- **1** - Customize your registration form with a graphic of your choice. It must be 'live' online and have a URL, which is added to the Event Type > Summary tab in the Online Reg Form Graphic URL field.
 - **2** - Add a description of the event to your registration form.
6. On the Questions tab, add questions that you would like event registrants to answer, such as "Will you be bringing cake?" Questions can be formatted as checkboxes, text boxes, large text boxes, and yes-no questions. They can also be set to optional, hidden, or required, with the exception of checkbox questions that can't be made required. Answers are stored in the Event Date/Time record on the Questions/Options tab. From there, you can print the answers for that event date or export them (Excel, .CSV, or PDF).

[Sample Event Type Questions tab](#)

Event Type Circus Birthday Party

← RETURN SAVE CHANGES COPY EVENT TYPE DELETE

View Calendar Add Event (Date & Time)

Summary Description Questions Agreements Dates & Times

Add A Question

Event Questions/Options

View 1 - 2 of 2 Print Refresh

Order	Question Text	Question Type	Required?	
1	What is the birthday child's name?	Textbox Checkbox Textbox LargeText Yes-No	Required	🗑️
2	Will you be bringing a cake?	Yes-No	Required Optional Hidden Required	🗑️

7. Select the **Agreements** tab. Enter any legal policy or verbiage you'd like the customer to agree to prior to registering for an event. Each agreement text record will be followed by its own *I Have Read and Agree* checkbox on the Event Registration Form. The customer must check these boxes and enter their e-signature in order to submit the registration form.

[Sample Event Type Agreements tab](#)

Event Type Circus Birthday Party

← RETURN SAVE CHANGES COPY EVENT TYPE DELETE

View Calendar Add Event (Date & Time)

Summary Description Questions Agreements Dates & Times

Add Agreement Text

Event Agreements

View 1 - 2 of 2 Print Refresh

Order	Title/Label	Agreement Text	
1	Media and photos/videos	Please be aware that we have a strong online presence and frequently post photos and videos from our birthday parties. This waiver serves as a media release, but please speak to us in person or send us an email if you wish to remain out of all media	🗑️
2	Food and beverages	Food and beverages are permitted in designated areas only unless you've received prior written approval.	🗑️



Click **Copy Event Type** to quickly create another similar Event Type. This will copy all information on the Event Type Summary tab to the new Event Type with the option to copy questions and agreements.

Now that the Event Type is set up, you can move on to the second step of adding an event, which is to [create the specific dates and times that this Event Type will occur](#).

Frequently Asked Questions

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

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.

The **Event Dates & Times** are added to the Event Type. Some events may take place only once, or they may be offered on several dates. Families or students are enrolled in a specific Event Date & Time.



Create an Event Type and send a private direct link to specific people to invite them to enroll in specific dates/times. Learn how to [Create an Invitation Only Event Date](#).

▢ [Add Event Dates & Times](#)

▢ [View Event Dates](#)

Event Notices (Event Date Status = Notice)


An Event with the *Status = Notice* allows your organization to add viewable information to your Event Calendar that does not allow registration. For example, you can add an announcement that your facility will be closed on a specific day.

Add an Event Notice

1. Point to the **Events** (menu) and click **Add Event Type**.
2. Add an **Event Type Name**. Category 1 is not relevant since this event won't allow for enrollment or revenue, however you must enter one.
3. Click **Save**.

A screenshot of a web form titled "Add Event Type". The form has a blue header bar with the title. Below the header, there are three input fields: "Event Type Name" with the text "New Year's Day - Studio Closed", "Location" with a dropdown menu showing "EDU", and "*Category 1" with a dropdown menu showing "Special Event". Below these fields are two buttons: "Save" and "Cancel". A mouse cursor is pointing at the "Save" button, which has a yellow starburst effect around it. Below the form is a grey horizontal bar.

4. When the *Event Type* page opens, complete the following:

- Give the *Event Type* a Name
- Set **Display on Internal Calendar** to **Yes**
- Select a **Background Color** (click on the crayon icon  to open the color picker)
- Select the drop-down **Open & Booked Dates** for **Display to Customers**

Event Type: New Year's Day - Studio Closed

View Calendar | Add Event (Date & Time)



Summary | Description | Questions | Agreements | Dates & Times

Name:

Location: EDU

Fee:

Allow Enrollment For:

Minimum Age: Maximum Age: Cut Off Date:  

Category1: Category2: Category3:

Maximum Size:

Payment Method Information

Do you require parents to save a payment method before enrolling into this Event Type?

Credit/Debit Card Information:

Bank Account Information:

[Omit this Event Type](#) from requiring payment during Parent Portal enrollment

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:

5. Click **Save Changes**.
6. Click the **Add Event (Date & Time)** button.
7. Add the specific **date** and select **Status = Notice**.
8. Select **Show Notice Events After the End Date = Yes** to keep the Notice on the Calendar after the date has passed; leave as **No** to have the event removed from the Calendar after the event date has passed.
9. Click **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 Calendar

The *Notice* displays on the *Event Calendar*, however, the event is not a clickable link that opens a registration form.

<< Previous Month		January 2022					Next Month >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1 New Year's Day - Studio Closed	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

Post Event Fees

Event Fees can be posted manually for an individual event enrollee or for all students/families at once. When you take your events online, you can set Event Fees to post automatically for enrollments done through Online Registration or through the Parent Portal.

Post Event Fees Manually



If you prefer to post fees manually, set the *Post Event Fee Per* field to **Do Not Post Fee** on the *Summary* tab in the *Transaction Details* for the event.

Post an Event Fee to an Individual Event Enrollee

1. Go to the **Enrollment** tab of the *Event (Date/Time)* record.
2. Use the **link** in the *Family* column to open the *Family* record.
3. Click the **Make Sale/Post Fees** button in the Family record.
4. In the *Post Fees* section, select the **(Transaction) Type** and **Category 1** and enter the **Event Fee** in the *Orig Amount* field.
5. We also recommend adding the optional fields *Session*, *Student* (if posting by student), and *Class/Event* selection.
6. Click **Save Fee & Pay Now** or **Save Fee** to post the fee to the family's account.

Make Sale / Post Fees

[← RETURN](#)

Family Details

Woodland **Current Balance 190.00**
[View Transaction History](#)

Address 648 Fieldstone Place
Vancouver, BC V3V 1V1

Transaction Date

Sale Summary

Sub-Total	95.00
Tax	0.00
Total	95.00

Payment Options

Select Store Items

Item #	Item Name	Qty	Student	Class/Event	Note	Price	Discount	Amount
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Post Fees

Type* <input type="text" value="Birthday Parties (Debit)"/>	Category1* <input type="text" value="Events"/>	SubType <input type="text"/>	Orig Amount <input type="text" value="95.00"/>	Discount <input type="text" value="0.00"/>	<input type="checkbox"/> Tax <input type="text" value="0.00"/>	Amount <input type="text" value="95.00"/>	<input type="button" value="✗"/>
Session <input type="text" value="Winter 2022"/>	Student <input type="text" value="Cheryl Woodland"/>	Class/Event <input type="text" value="Aerial Workshop"/>	Note <input type="text"/>				

Post an Event Fee to all Event Enrollees

1. Go to the **Events** menu and select **List Dates & Times**.
2. Enter a single date or date range and optionally filter by (Event)*Status*. **Click Submit**.
3. Locate the event you want to post fees for and use the link in the *Date* column to open the *Event (Date/Time)* record.
4. Click the **Post Event Fees** button to open the *Post Class Transactions* page where the event is preselected.
5. Select the **Trans Type** and **Category 1** and optionally add a **Subtype** and **Session**.
6. The *Orig. Amount* field will be prefilled with the Event Fee but can be edited if needed.
7. Optionally add a **Note** and **Submit**.
8. Use the link in the confirmation to view the transactions that were posted.

Post Class Transactions

← RETURN
✓ SUBMIT

Search Criteria
🔍 Favorites
📁 Save Favorites
🔄 Refresh
?

Selected Event: Aerial Workshop

Transaction Details to Post:

Within this function, duplicate detection prevents the posting of duplicate fees based on the same Transaction Date, Type, Subtype, Orig. Amount, Discount and Note.

Post Date: 📅

Trans Type: * Subtype:

* Category1: Session:

Orig. Amount:

Discount:

Tax:

Amount:

Taxable?:

Note:

Submit

Required field

Optional field

- o Duplicate detection will prevent a fee from posting when another transaction has already been posted on the same *Transaction Date* (Post Date), *Transaction Type*, *Transaction Subtype* (if any), *Orig. Amount*, *Discount*, and *Note* (if any).

Post Event Fees Automatically for Online and Portal Registrations

When an Event Type is set to **Post Fees Per** either *Family* or *Student*, enrollments through Online Registration and from the Parent Portal will automatically be charged the Event Fee once per family or once per student.

Event Type Circus Birthday Party

Name

Fee

Transaction Details

Post Event Fee Per

Session

Transaction Type

Sub-Type

Transaction Note

The fees will be posted to the *Family* record > *Transactions* tab.

Examples:

Family Woodward Online Registration for event set to Post Fees Per Family.

Current Balance **225.00**

Legend FEE/CHARGE PAYMENT/CREDIT UNPAID FEE UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

	Date	Type	Orig Amt	Amt	Unpaid Amt	Balance	Note	Pmt Meth	ePmt	Date Paid	Sess	Student	Class/Event	User
	2/15/2022	Birthday Parties	225.00	225.00	225.00	225.00					Winter 2022		Circus Birthday Party	Online

Current Balance **225.00**

When set to **Post Fees Per Family**, one fee will post to the *Family* record (*Transactions* tab) for each enrollee. No name will appear in the *Student* column of the transaction because the registration was done for the family.

Family Ager Parent Portal enrollment for event set to Post Fees Per Student.

Current Balance **190.00**

Legend FEE/CHARGE PAYMENT/CREDIT UNPAID FEE UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

	Date	Type	Orig Amt	Amt	Unpaid Amt	Balance	Note	Date Paid	Sess	Student	Class/Event	User
	2/15/2022	Event Fees	95.00	95.00	95.00	190.00			Winter 2022	David Ager	Aerial Workshop	Portal - hollyager41@gmail.com
	2/15/2022	Event Fees	95.00	95.00	95.00	95.00			Winter 2022	Dani Ager	Aerial Workshop	Portal - hollyager41@gmail.com

When a customer enrolls in an event set to **Post Fees Per Student** from their Parent Portal, the Event Fee will post once for each enrolled student and their name will appear in the

Student column.

▮ Frequently Asked Questions

Event Registration and Enrollment from within Jackrabbit

Enroll an Existing Customer in an Event Date/Time

Follow the steps below to enroll an existing customer (family or student) in an event.

1. Go to the **Events** menu > **Calendar**.
2. Locate the appropriate date and time and click the **Event Name**.
3. Select **Enroll Existing Family** or **Enroll Existing Student** to enroll a family or student who already exists in your Jackrabbit system.
4. Click the Search link in the Event Enroll pop-up box to locate the family or student's existing record.
 - Once a student or family name has been selected, the name will appear in the *Event Enroll* window.
5. Click **Enroll** and **OK** to confirm.



Instructors for Events do not automatically receive an email enrollment notification. Event enrollments can be viewed on the *My Schedule* tab in the Staff Portal (see [View Events Schedule](#)). In addition, the instructor's email address can be added to the *Notification Email(s)* on the *Event Type > Summary* tab.

Register and Enroll a New Customer in an Event Date/Time

Follow the steps here to register and enroll a new customer (family or student) in an event.

1. Go to the **Events** menu > **Calendar**.
2. Locate the appropriate date and time and click the **Event Name**.
3. Select **Quick Registration** 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 [Add an Event](#) 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't e-sign (check I Have Read and Agree) for a customer. For this reason, Jackrabbit recommends that the customer register from the Event Calendar on your website.

Transfer a Student/Family Between Event Type Dates

Occasionally, you may have the need to move a student or family's event registration from one date to another. Jackrabbit makes it easy to transfer an enrollment between dates within the same Event Type.

Follow this process to avoid having to delete the event enrollment and recreate it in the new date/time.

1. Go to the **Family** or **Student** record (depending on the enrollment) and select the **Events** tab.
2. Select the **Transfer** link to open the *Transfer Student* modal.

Family Avery

← RETURN **SAVE CHANGES** **DELETE**

Make Sale/Post Fees Payment/Credit Refund Statement Add Student Add Contact Archive Family Family Name Email Email Schedules Submit Absences Merge Family

Summary Contacts Classes **Events** Transactions Billing Info Misc Notes (0) Resources (0) Policies (4)

Enrollment

View 1 - 3 of 3 Print Refresh

Student	Event Type	Date	Time	Room	Fee	Enroll Date	By	
	Birthday Party	1/13/2024	2:30pm-4:30pm		250.00	1/3/2024	lwallace	Transfer
Georgia Avery	Parents Night Out	1/12/2024	5:00pm-10:00pm		25.00	1/3/2024	lwallace	Transfer
Adriano Avery	Parents Night Out	1/12/2024	5:00pm-10:00pm		25.00	1/3/2024	lwallace	Transfer

3. Click **Select Date & Time** to open a window to search for and select the Event Date/Time to transfer the enrollment to. The only Event Dates/Times that will appear are events that have an **Open** status. Use **Show Details** to see the instructor for an Event Date/Time. Click **Save**.
TIP: The search field will look for events that contain your search term, e.g., a specific instructor or a specific time of day.

Select Date & Time X

Q dianne Show Details

01/27/2024
Saturday • 2:30pm - 4:30pm Openings (1)
[Less details](#)

Instructors **Dianne Harris**

Cancel Save

4. The *Transfer Family/Student* window will display the Event Date/Time you've selected in the *Transfer To* section. Confirm your selection and click **Transfer**. The event enrollment, along with

answers to any questions recorded during the original event enrollment, are transferred to the new date/time.

Event Sign In/Out Sheets

Create customized **Sign In/Sign Out Sheets** for an event. Using a Sign In/Sign Out sheet provides you with an attendance record for the event. You can print directly from Jackrabbit or export the file for another use.

1. Go to the **Events (menu) > Event Reports > Event Sign In/Out Sheets**.
2. Select multiple events using any combination of *Search Criteria* or select a single event as shown below.
3. Select *Display Settings* including a sub-heading and whether the attendee's home phone should display. Additional settings allow you to sort in event start time order and create a separate sheet for each event.

Note: You can also opt to add columns for your staff to initial when they sign in/sign out of an event.

The screenshot shows a web interface for configuring event sign-in/out sheets. At the top, there are navigation links: Search Criteria, Favorites, Save Favorites, Refresh, and a help icon. Below this is a description: "Description: This report produces a single Sign In/Out Sheet for all students enrolled across all events matching the criteria below. To produce a sheet for a single event (all event dates within date range), select an Event Type. To print a sheet for all students enrolled in Events of a specific Category1, select a Category 1 value." The form includes several fields: Event Location (dropdown), Room (dropdown), Enrolled in Category1 (dropdown), and Event Type (dropdown menu with options: Dance Fever Birthday (EDU), Namaste Birthday Party (EDU), and Parent's Night Out (EDU), plus a "more less" link). Below the Event Type field is the instruction "Select one or more classes by holding the CTRL key". There are also date pickers for "Event Date From" (set to 2/22/2020) and "Through Date" (set to mm/dd/yyyy). The "Display Settings" section includes: Sub-heading (text field with "Saturday, February 22, 2020"), Show Home Phone (Yes/No dropdown), Show columns for Staff Sign In/Out (No/Yes dropdown with a help icon), Separate Sign In/Out Sheet for Each Event (No/Yes dropdown), and Sort in Event Start Time Order (No/Yes dropdown). A "Submit" button with a checkmark and a hand cursor is at the bottom right.

4. Click **Submit**.
5. Print the *Sign In/Out Sheet* using the **Print** button.

Sign In/Out Sheet (Events)

← RETURN

View 1 - 6 of 6 Print Export Refresh 1 columns hidden Show/Hide Columns Restore Columns

	Family/Account	Lastname	Firstname ↕ 1	Home Phone	Time In	Signature	Time Out	Signature
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>				
1	Owers	Owers	Ashlee	(704) 555-7721	..:..	_____	..:..	_____
2	Ager	Ager	Barbie	(704) 374-2415	..:..	_____	..:..	_____
3	Zackmann	Zackmann	Cindy	(704) 555-4954	..:..	_____	..:..	_____
4	Harding	Harding	Coreen	(704) 555-4685	..:..	_____	..:..	_____
5	Unger	Unger	Olivia	(704) 555-3420	..:..	_____	..:..	_____
6	Evans	Evans	Shawna	(704) 555-5478	..:..	_____	..:..	_____

QUIZ - Lesson #8 - Events and Appointments

When you have worked through all of the articles outlined in the lesson, select the Take the Quiz button to be taken to the Lesson #8 Quiz where you can test your understanding of the concepts in this lesson. You will be asked to enter an email address for quiz results to be sent.

Quiz #8 - Events and Appointments

TAKE THE QUIZ

Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
6	8	7	6	5

Return to Front Desk Staff Menu to continue to next lesson

Click here to provide feedback for this lesson