Add an Event - Step 1-Create the Event Type

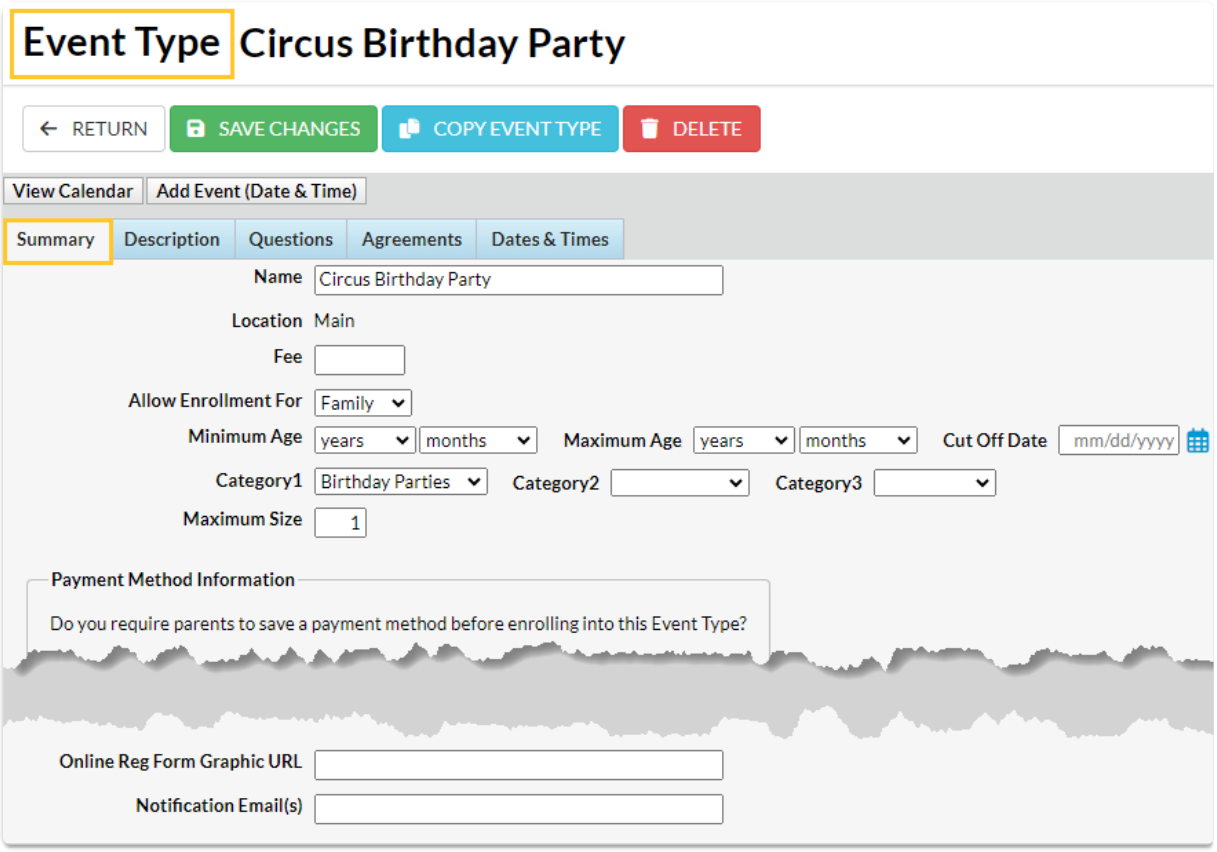
The first step in creating an event is to create the**Event Type**.

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.



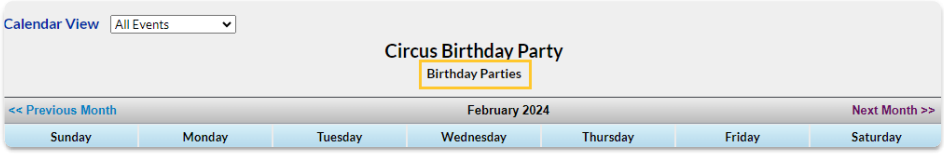
4. Enter specifics about the event on the Summarytab of the Event Type record. While the fields are optional, we recommend you complete as many as possible. **Save Changes**.

Event Type Summary Tab - Fields Explained

Fee	Enter the cost of the event per registrant as the Event Fee.

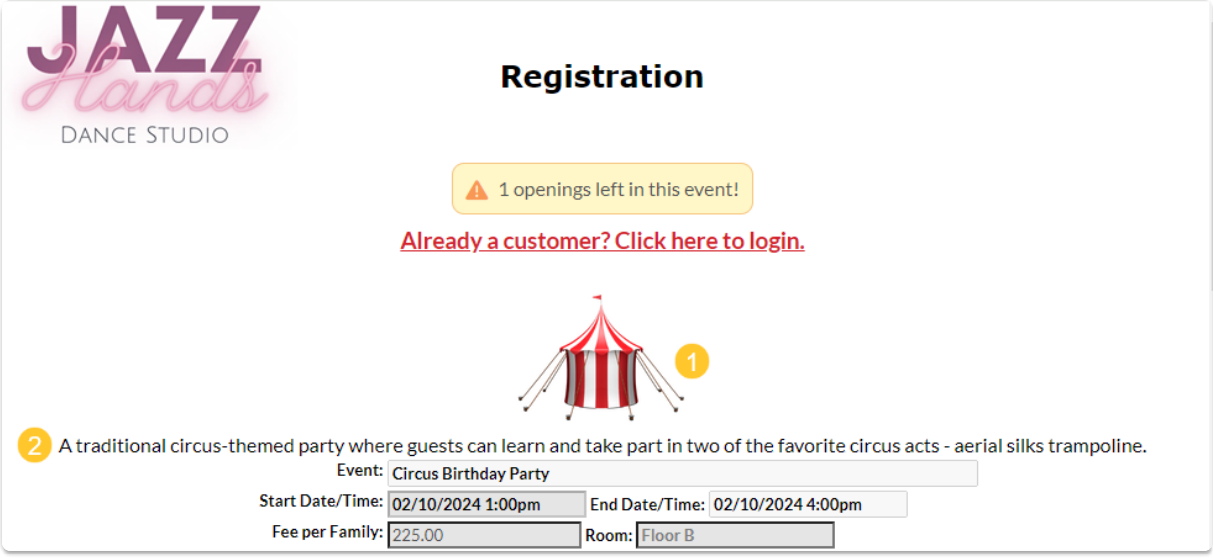
Allow Enrollment For	Select **Family** if you prefer to allow customers to enroll their Family and fill 1 event opening. Select **Student** to allow the customer to enroll up to 5 students and fill 1 event opening per student. Note: What you enter here will be the default for all Event Dates/Times, but it can be changed for any of the event dates individually.
Min Age/Max Age	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. Note: Minimum Age and Maximum Age are only factored in if *Allow Enrollment For* is set to Student.
Cut Off Date	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. Note: *Cut Off Date* is only factored in if *Allow Enrollment For* is set to Student.
Category 1	Select a **Category 1** to have assigned to all of the event fees.
Cat 2/Cat 3	Add a **Category 2**/**Category 3** if applicable. These fields will further classify the event fees.
Maximum Size	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.

Payment Method Information	*Do you require parents to save a payment method before enrolling in this Event Type?* ◦ 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 *Credit/Debit Card Information* field and a *Bank Account Information* field (Yes/No/Optional). If payment in the Parent Portal is required, they will also see a checkbox for *Omit this Event Type* from requiring payment during Parent Portal enrollment. 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. 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.
Post Event Fee Per	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.
Session	Add a **Session** from the *Session* 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 *Calendar Label* 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 : ○ 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 *Calendar Header* assigned, Birthday Parties. 
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**.

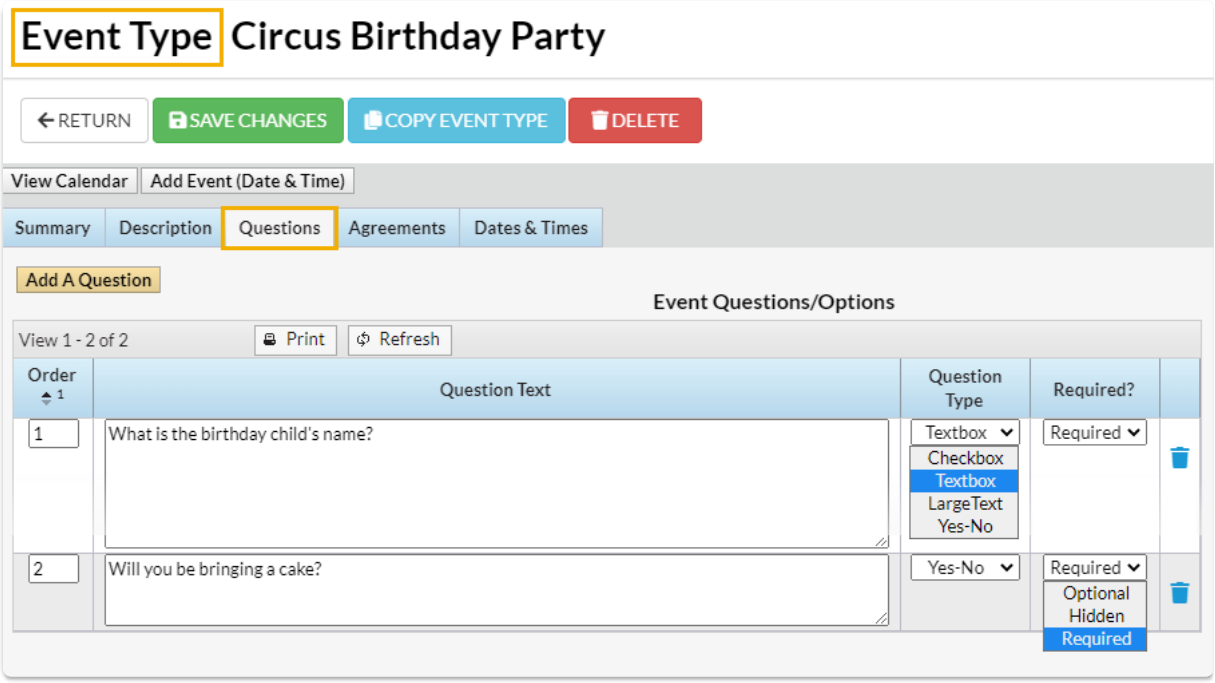
Sample Event Registration Form



- **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.

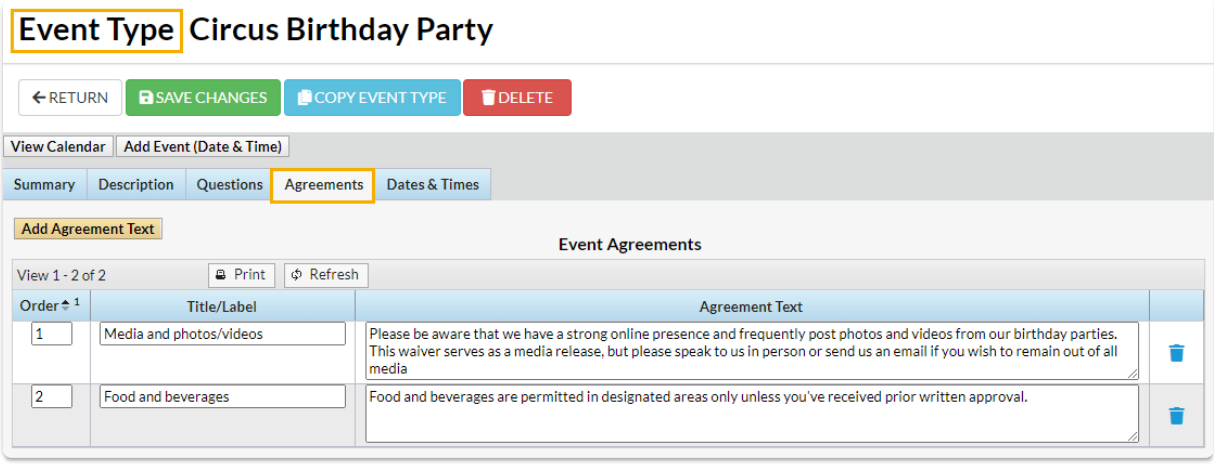
6. On the Questions tab, add questions that you would like event registrants to answer, such as "Will you be bringing cake?" Questions can be formatted as checkboxes, text boxes, large text boxes, and yes-no questions. They can also be set to optional, hidden, or required, with the exception of checkbox 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



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



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