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**. <u>Category 1</u> is not relevant since this event won't allow for enrollment or revenue, however you must enter one.
- 3. Click Save.

Add Event Type						
Event Type Name: New Year's Day - Studio Closed						
Examples: Birthday Party, Parents Night Out, etc.						
Location: EDU 🗸						
*Category 1: Special Event 🗸						
Save Cancel						

- 4. When the Event Type page opens, complete the following:
 - $\circ~$ Give the Event Type a Name
 - Set Display on Internal Calendar to Yes
 - Select a **Background Color** (click on the crayon icon **to** to open the color picker)
 - Select the drop-down Open & Booked Dates for Display to Customers

Event Type: New Year's Day - Studio Closed	
← RETURN BSAVE CHANGES COPY EVENT TYPE DELETE	
ew Calendar Add Event (Date & Time)	
ummary Description Questions Agreements Dates & Times	
Name New Year's Day - Studio Closed	
Location EDU	
Fee	
Allow Enrollment For Family	
Minimum Age years V months V Maximum Age years V months V Cut Off Date mm/dd/yyyy 🛅 🔁	
Category1 Special Event Category2 Category3 V	
Maximum Size 1	
Payment Method Information	
Do you require parents to save a payment method before enrolling into this Event Type?	
Credit/Debit Card Information No	
Bank Account Information No V	
Omit this Event Type from requiring payment during Parent Portal enrollment	
Transaction Details	
Past Event Fee Per Do not nost fee v Session	
Transaction Type Sub-Type	
Transaction Note	
— Display On Calendar —	
Display on Internal Calendar Yes 🗸	
Calendar Label Background Color #33FFFF	
Display to Customers Open & Booked Dates 🗸 👔	
Calendar Header Studio Calendar	

- 5. Click Save Changes.
- 6. Click the Add Event (Date & Time) button.
- 7. Add the specific **date** and select **Status = Notice**.
- 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.

Ac	ld Event Dates
Create Events From Dates	1/1/2022 Through Date: 1/1/2022
Create Events From Date.	1/1/2022 iii mough bate. 1/1/2022 iii
Start Time:	(example 2:30pm)
End Time:	(example 4:30pm)
Room:	✓
Status:	Notice 🗸
Show Notice Events After the End Date:	Yes 🗸
Allow Enrollment For:	Family 🗸
Max Size	1 (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:	~
	Saye Cancel
	<u>(</u>)

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					