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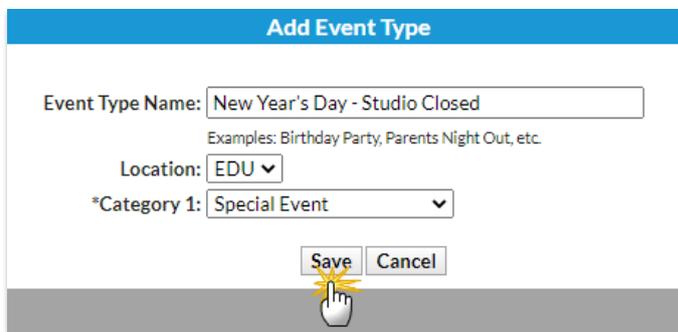
4. When the *Event Type* page opens, complete the following:

   - 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

← RETURN | 🖫 SAVE CHANGES | 🗐 COPY EVENT TYPE | 🗑 DELETE

View Calendar | Add Event (Date & Time)

Summary | Description | Questions | Agreements | Dates & Times

Name: New Year's Day - Studio Closed
Location: EDU
Fee:
Allow Enrollment For: Family
Minimum Age: years months   Maximum Age: years months   Cut Off Date: mm/dd/yyyy 📅 ❓
Category1: Special Event   Category2:   Category3:
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
☐ Omit this Event Type from requiring payment during Parent Portal enrollment

Transaction Details

Post Event Fee Per: Do not post fee   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**.

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**.

Event Calendar

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