

Printable Checklist

Events online (OPTIONAL) – steps for Successful Rollout

The Event Form is a simple link which allows **NEW AND EXISTING** customers to register for an Event via your website 24/7. Events are shown **ONLY** via an Event Calendar.

Preparation: log into your database and also the Help Center Events Online section. Notice there are several pages regarding Events set-up and use. Read through each of the pages briefly, and be ready to set-up your Events online!

I have found my ORG ID # and it is _____. (Found in your database under Tools>Online Web Registration). I understand my specific ORG ID # must be used in each link or html code to point to my specific database.

Task: Create a Test Event and add an Event Date. Access this event through Tools>Online Web Registration>Event Calendar/Registration, and experience what your customers will see and do via your website Event calendar.

Task: In your website editor, insert the link for your Event Calendar and save/publish/update your site.

Task: Ensure your staff is familiar with Events, the email notification system, and how to handle event registrations that come in via your website.

Complete! Relax - new and existing customers can now register for your special Events directly on your website.