Online Events Calendar – Checklist for a Successful Rollout

The Events Form is a simple link you place in your website and your new and existing customers will be able to do the following:

- ✓ View special events or one-time events on your calendar
- ✓ Register and enroll for an event online
- ✓ Access your calendar 24 hours a day/7 days a week

Use this checklist and complete the tasks to set up your Online Events Form:

☐ Get ready to set up your Online Events Form. Review the related articles in Jackrabbit support. Go to Jackrabbit Help Center – Events Online section and read through the support articles so you become familiar with the settings and how the Online Events Calendar works.

☐ Locate your Organization ID (ORG ID) in Jackrabbit. You can find your ID under the **Tools** menu. Go to **Tools** > **Online Web Registration.** Your Organization ID is located under **Getting Started**. My ORG ID# is: _____. Your ORG ID# will be used in each link or html code to point to Jackrabbit.

☐ Create a test event and add an event date into Jackrabbit. Then, access your external event calendar through **Tools** > **Online Web Registration** > **Event Calendar/Registration**, click on the **View Monthly Events Calendar** link to see what your customers will experience when they access your online calendar.

☐ In your website editor, insert the link for your Event Calendar and save/publish/update your site. Refer to the Jackrabbit Help Center – Link to Your Online Event article for all the details and the code to use for your website.

You can also embed the calendar directly on your webpage using an iframe using this code: <iframe src="https://app3.jackrabbitclass.com/eventcalendar.asp?orgid=xxxxxx" width="100%" height="650" scrolling="yes" class="iframe-class" frameborder="0"></iframe>

☐ Train your staff on the Events Calendar, the email notification system, and how to handle event registrations that come in through your website.

Congratulations!

Now you can relax, your new and existing customers will be able to
register for special events directly on your website.