Online Events Calendar

CHECKLIST FOR A SUCCESSFULL ROLLOUT

Click links for additional information.

The Events Calendar is a simple link you place on your website. Customers will be able to:

- 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 Calendar:

- [ ] Review the Events Online section of the Jackrabbit Help Center 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. Go to the Gear (icon) > Settings > Online 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.

- [ ] Create a test event and add an event date into Jackrabbit. Then, access your external event calendar. Go to Events (menu) > Calendar 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.