



Online Events Calendar

Checklist for a successful rollout

Click on the links for additional information

The Events Form is a simple link you place in 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

- ☐ 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 under the Gear (icon) > Account > My Account.
- ☐ 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.