



Online Events Calendar

CHECKLIST FOR A SUCCESSFUL 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 article, [Link to Your Online Event Calendar](#), for all of the details and the code to use for your website. You can also embed the calendar directly on your webpage using an iframe.
- Train your staff on the Events Calendar, the email notification system, and how to handle event registrations that come in through your website.