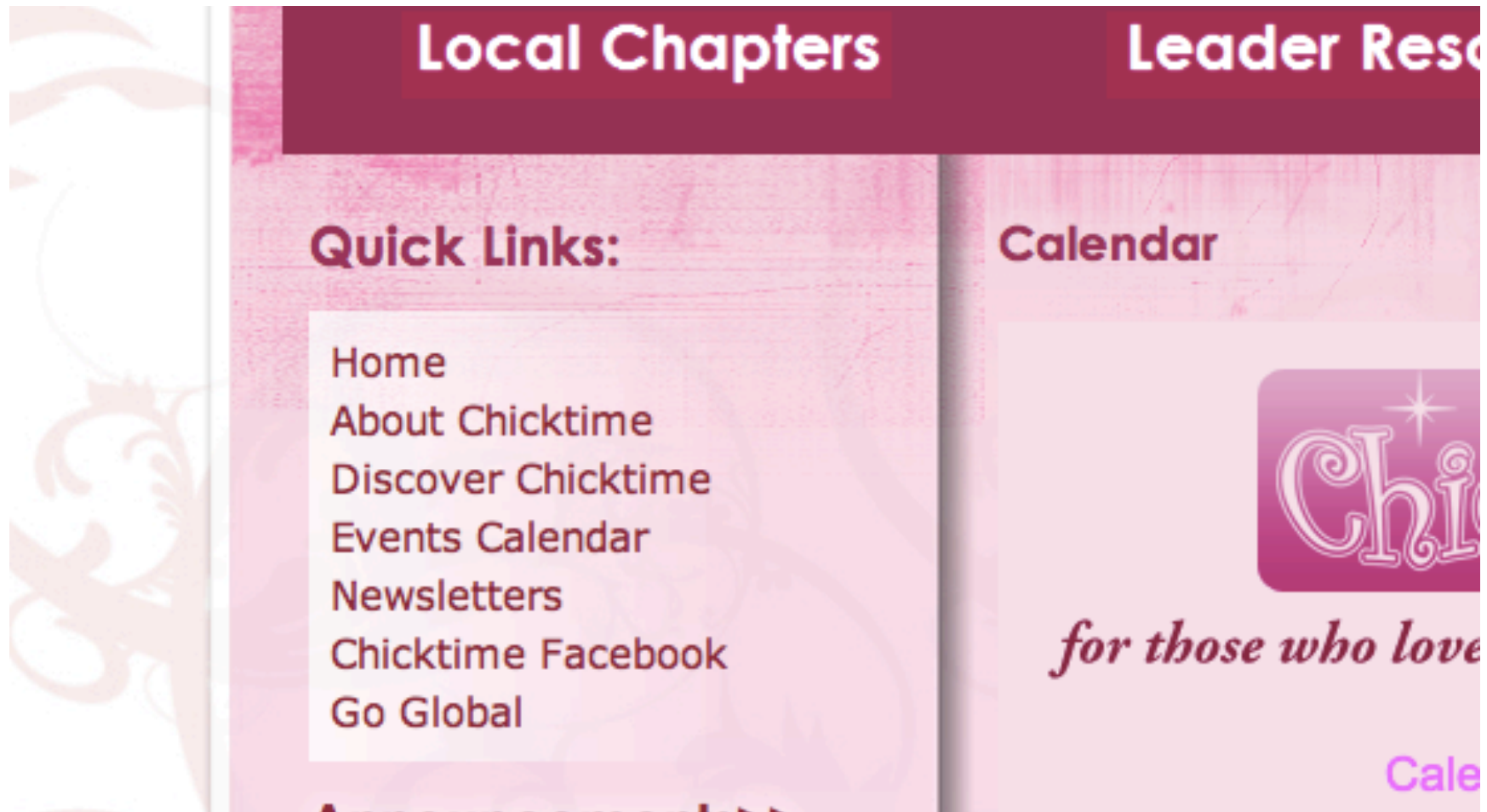


# Chicktime Event Calendar and Online Registration Tutorial

This is a self-guided tutorial. For questions, email [info@chicktime.com](mailto:info@chicktime.com) or better yet, email another leader using the calendar and ask for help! 😊

The link for the events calendar is located in the left column of every webpage at chicktime.com. Click 'events calendar' to access the calendar.

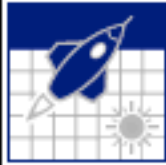



To log in to the calendar, scroll all the way to the bottom then click on 'editor login' located in the little box by the rocket ship. You will need to contact [info@chicktime.com](mailto:info@chicktime.com) for you username/password

[Go To Top](#)

Today is Wednesday July 18, 2012

15400 Visits

	Calendar powered by <b>EventKeeper</b> created by Plymouth Rocket, Inc.	
	<a href="#">ANSWER KEEPER</a> [ <a href="#">EDITOR LOGIN</a> ]	

[\[Weekly Calendar View\]](#)

[\[Monthly Calendar View\]](#)

[\[Yearly Calendar View\]](#)

*Sign up for our E-mail Newsletter*

When you click the login button, you will be given the opportunity to enter your username in the first box and your password in the second box. Capitals are not case sensitive.

The screenshot shows a website's login interface. At the top, a dark blue navigation bar contains links for 'event calendar', 'event registration', 'room booking', 'museum passes', 'book club kits', and 'reading programs'. Below this is a banner image of a lake with a large white button with a black border that says 'Login'. The main content area is light blue and contains the following text and form elements:

**Welcome!**

**Please Login Below.**

**EventKeeper Editors**

**Guest Editors**

Login as a guest editor of our sample organization, Wingnut's World.

This page last updated : 7.8.2 E2 - 2012.06.26 9:10 PM

You can get in touch with us using the CONTACT link at the top of the page.

[Login Using SSL](#)

The calendar will then open and you will see admin buttons. When logged in, you will be able to edit your existing events as long as you see the 'edit' button at the bottom right of your event listing. You will only be able to edit events that you create so make sure you login before creating a new event.

**Chicktime**  
*for those who love to come together and serve*

Calendar of Events ▾

Tell a Friend Print Version ? Help

[Click here to Submit an Event for this Calendar](#)

click here to sort ▾ All Months ▾ All Years ▾ 🔍

Go To Top

**Chicktime Palestine-Thrift Store Fun!** Remind Me Download Tell a Friend

ct: Tracy Calhoun 903-948-4010 [tracyandlily@earthlink.net](mailto:tracyandlily@earthlink.net)

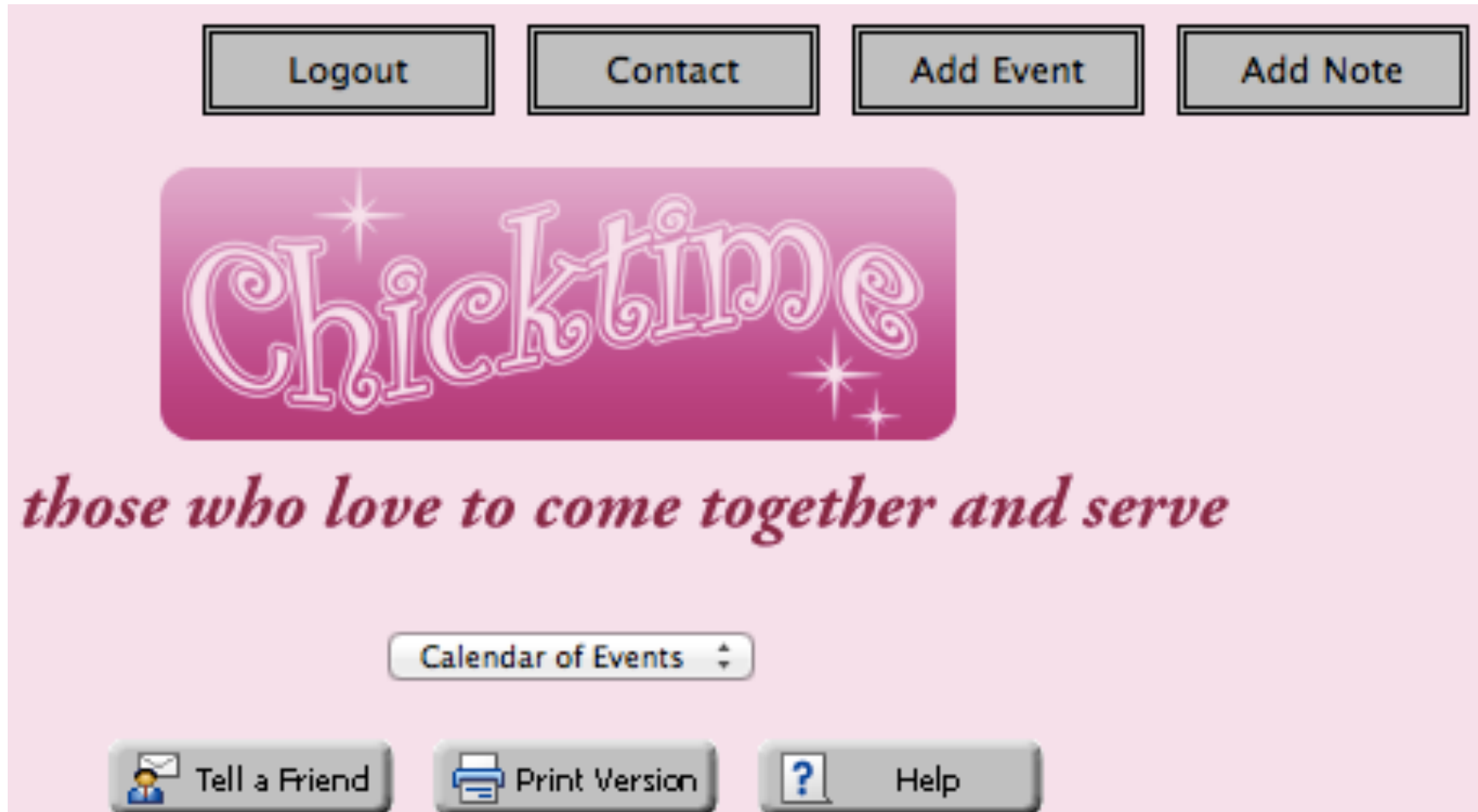
to make a difference and have a blast at the same time? Tired of the same ole' coffee, lunch, or shopping with girlfriends that leave you wanting more? Meet us at the Second e Thrift Store any Wednesday morning that you are available. We are there from 9am-1pm so stop by for an hour or stay the whole time. The coffee will be brewing and the music : playing as we dance our way through sorting, pricing and sprucing up the store! You can register online here, call us, or just show up. [To learn more about the Crisis Center click](#)

on: Crisis Center of Anderson County 313 West Debard Palestine, Texas 75801

SHOW Edit Copy Delete

R INFO: [] Keywords = [TX- Palestine] [] [EN] Team = [TX- Palestine] Mod By [Lori Rhodes] ID [2501305] R [2501272]

To add a new event, click the 'add event' grey box located at the very top of the page. If you want to edit your events, you MUST use this button. There is a blue link that you can click to add events but you won't be able to edit.



From here, a new page will open. You will fill in your event information. You will be amazed at how easy it is.

Make sure the FIRST words in your event title refer to your chapter,  
such as Chicktime Austin: Puppets and Playdough

Skip the EKRegistration form selector section.

Location: If your charity isn't already listed on the drop down menu, type your charity's name and physical address in the box, next time, you will see it in the drop down menu.

Keyword 1: If your chapter isn't already listed on the drop down menu, type in your chapter by State Code, then chapter name, such as TX- Austin. Next time, it will show up in the drop down menu. If you do NOT select a Keyword 1, your events will NOT show up on the 'click to sort' menu located in the upper portion of the calendar. The 'click to sort' function allows your chapter members to sort out all events unrelated to your local chapter. Very powerful!

Keyword 2: don't use this. I need to get rid of it!

Approval status: select 'show'

The rest should be self explanatory. Don't forget to SAVE your event.

I encourage you to post your events ONE YEAR out, even if it is just a save the date with no event details, your chapter members will know to protect the event dates for your chapter! 😊

Online Registration: To activate online registration for your new event (or go in and add online registration for existing events, click on the 'create EZ form' white button from your event listing

Contact: Tracy Calhoun 903-948-4010 [tracyandlily@earthlink.net](mailto:tracyandlily@earthlink.net)

Want to make a difference and have a blast at the same time? Tired of the Glance Thrift Store any Wednesday morning that you are available. We ar will be playing as we dance our way through sorting, pricing and sprucing [here](#)

Location: Crisis Center of Anderson County 313 West Debard Palestine, T

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**EDITOR INFO:**  Keywords = [TX- Palestine]  [EN] Team = [TX- Palestine] Mod

**REGISTRATION:** [ TX- Palestine ]

**Create EZ Form**




A very busy form with lots of colors and boxes will pop up. I have set up the form with all the defaults so no need to change anything EXCEPT the contact information. Scroll to the bottom of the form and look for the 'Form Processing' section. Change my name to your name, and my email address to your email address. Then click 'save'!

<b>Processing</b>	<a href="#"><u>TOP</u></a>
<b>Recipient (Name)</b>	Lori Rhodes
<b>Recipient (Email)</b>	lori@mlrhodes.c
<b>Subject</b>	Registration Data

Your event listing will now show a 'register' button and a 'class list' button. There are many neat functions available. Play around and enjoy! The best part, you can 'see' your online registrants!!!

Saturday July 21, 2012

 **8:15 AM - 12:00 PM** **Chicktime Canyon Lake - New Life Children**

Contact: Corrina Green 210-527-7702 [corrina.green](mailto:corrina.green)

Corrina Green and Friends will teach professional cake out and play. We would love to know your coming but a older!! For general information about Chicktime email i

Location: New Life Children's Center, 650 Scarborough

**Register** **Class List** Status : OPEN

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EDITOR INFO:  Keywords = [TX- Canyon Lake]  [EN] Tee

REGISTRATION: [ TX- Palestine ] Details only available to ADMI