

How to Create an Event and Enable Member Registration

Overview

Events let you schedule activities — classes, field trips, co-op days — and give members a way to register directly through your site. This guide walks you through creating an event, configuring registration and pricing, publishing it, and what your members see when they sign up.

Before you start: Your co-op site must be active and your membership plans set up. If you are collecting payment for events, your Stripe account must be connected under **Payouts & Billing**.

Step 1: Navigate to Events

1. Sign in to your co-op admin panel.
2. In the left sidebar, click **Events**.

Mountain View Explorers

DB

Daniel Brookbank

Admin

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Search events...

EVENT	DATE & TIME	CAPACITY	PRICE	STATUS					
Native Plants & Pollinators Workshop Foothills Nature Center	Jul 17, 2026 9:00 AM - 11:00 AM	0/30	\$45.00	Published	Class	Roster	Attendance	Registr	
Junior Ranger Day at Foothills State Park Foothills State Park	Jul 31, 2026 9:00 AM - 2:00 PM	0/30	\$95.00	Published			Attendance	Registr	
Family STEM Build: Caterpillars View	Aug 14, 2026 9:00 AM - 11:00 AM	0/30	\$15.00	Published	Class	Roster	Attendance	Registr	

The Events page lists all your scheduled events. If you have not created any yet, you will see an empty state with a **New Event** button.

Step 2: Create a New Event

1. Click **New Event** (top-right corner, or the button in the empty state).

The event creation form opens.

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Back to Events

Create Event

Add a new event for your co-op

Event Title

e.g. Fall Field Trip to the Zoo

Description

Describe the event, what to bring, any requirements...

Start Date & Time

mm/dd/yyyy, --:-- --

End Date & Time

mm/dd/yyyy, --:-- --

Location

e.g. City Park Pavilion, 123 Main St

Capacity

Leave blank for unlimited

Price

\$ 0.00 for free

Leave blank or 0 for free events

2. Fill in the event details:

Field	What to enter
Title	A clear, recognizable name (e.g., "Spring Co-op Day", "Math Class — Week 12")
Date	The date the event takes place
Start Time / End Time	When the event begins and ends
Location	Physical address, room name, or "Online" for virtual events
Description	Details families need to know — what to bring, parking, etc.

Step 3: Configure Registration Settings

In the same form, scroll to the **Registration** section.

Setting	What it does
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Enable Registration	Turn on so members can sign up for the event
Capacity	Maximum registrants. Leave blank for unlimited.
Registration Opens	Date and time when sign-ups become available
Registration Closes	Date and time when sign-ups close (optional)

Set **Enable Registration** to on. Enter a **Capacity** if your venue or session has a limit; otherwise leave it blank.

Step 4: Set Event Pricing

Under **Pricing**, choose whether the event is free or paid.

Free event

Select **Free**. Members register at no cost. No Stripe connection is required.

Paid event

Select **Paid** and enter the price in dollars.

When members complete registration for a paid event, they receive a payment confirmation by email. Their payment receipt is available under **My Registrations** in their member account.

“ **Note:** Use the **Free** option for \$0 events rather than entering a price of \$0.00. This keeps the registration flow simple and avoids unnecessary Stripe processing.

Step 5: Publish the Event

1. Once all settings are filled in, click **Publish Event**.

The event is now live on your co-op site. Members can see it on the public **Events** page and register from there.

Tip: To save your work and return later without making the event visible to members, click **Save Draft** instead. Drafts appear only in the admin panel.

Step 6: Member Registration Experience

Here is what a member sees when they visit your Events page.

Mountain View Explorers

About Mountain View

Schedule & Events

Who We Are

Getting Started

Log In

Join Us

Upcoming Events

Browse and register for upcoming co-op events

Search events...

Native Plants & Pollinators Workshop

Jul 17, 2026 · 9:00 AM

Foothills Nature Center

0 / 30 spots

Junior Ranger Day at Foothills State Park

Jul 31, 2026 · 9:00 AM

Foothills State Park

0 / 30 spots

Family STEM Build: Catapults

Aug 14, 2026 · 9:00 AM

Mountain View Library — Maker Room

0 / 30 spots

We value your privacy

We use a small set of strictly-necessary cookies to run the site (sign-in, security). With your permission we also use first-party analytics to understand how the site is used. You can accept all, reject all, or pick categories. Change your choice any time from the "Cookie preferences" link. [Read our Privacy Policy](#).

Manage preferences

Reject all

Accept all

1. The member clicks the event title or a **Register** button.
2. The event detail page shows the date, time, location, and description.
3. For free events, the member clicks **Register**.
For paid events, the member clicks **Register & Pay** and enters payment details on a secure Stripe checkout page.
4. After completing registration, the member receives a payment confirmation by email and can view their spot under **My Registrations**.

Next Steps

- To view who has registered and track attendance, see [How to Manage Registrations and Track Attendance](#).
 - To contact registered members, see [How to Send Newsletters and Announcements](#).
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