

Step 8: Testing Your Event & Setting It Live

Last Modified on 16/02/2017 2:05 pm AEDT

Quick Steps: Go to Events > Front-end Form > Events > Live

1. Within the Management Console, select **Events** from the top menu, then find the event you wish to test in your listing
2. Click **Offline** next to the Event, and then click **No**. This will set the Event online, allowing you to test the form. At this stage, ensure that any Entry Types that you wish to test are set to be online and available at this time
3. Click **Form** next to the event name. This will open your Events form in another window or tab, allowing you to view your front-end form
4. Click **Register Here** and go through the process of registering for your event

You can use the Test Credit Card Details to complete payment

5. Once you've completed the registration, you'll receive the emails that will be sent to Entrants to the email address entered on the entry. Use this to ensure that your Receipt and Attachments look as you expected
6. Once you are happy with the form, your event is ready to go Live
7. Within the Management Console, select **Events** from the top menu, then click on **Test**
8. Click **Activate Gateway** to activate the gateway and set the form live
9. You can now distribute the link to your Form, the same one as when you clicked

Form, to your website and potential entrants

Congratulations! Your event has now been setup and is ready to go Live to entrants

Additional Information: When testing the event, make sure you put through a test entry for each Entry Type. These Entries will then be cleared from the system once you set the Payment Gateway Live.

Please Note: Once you have switched your form live, you cannot put in back in test mode

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