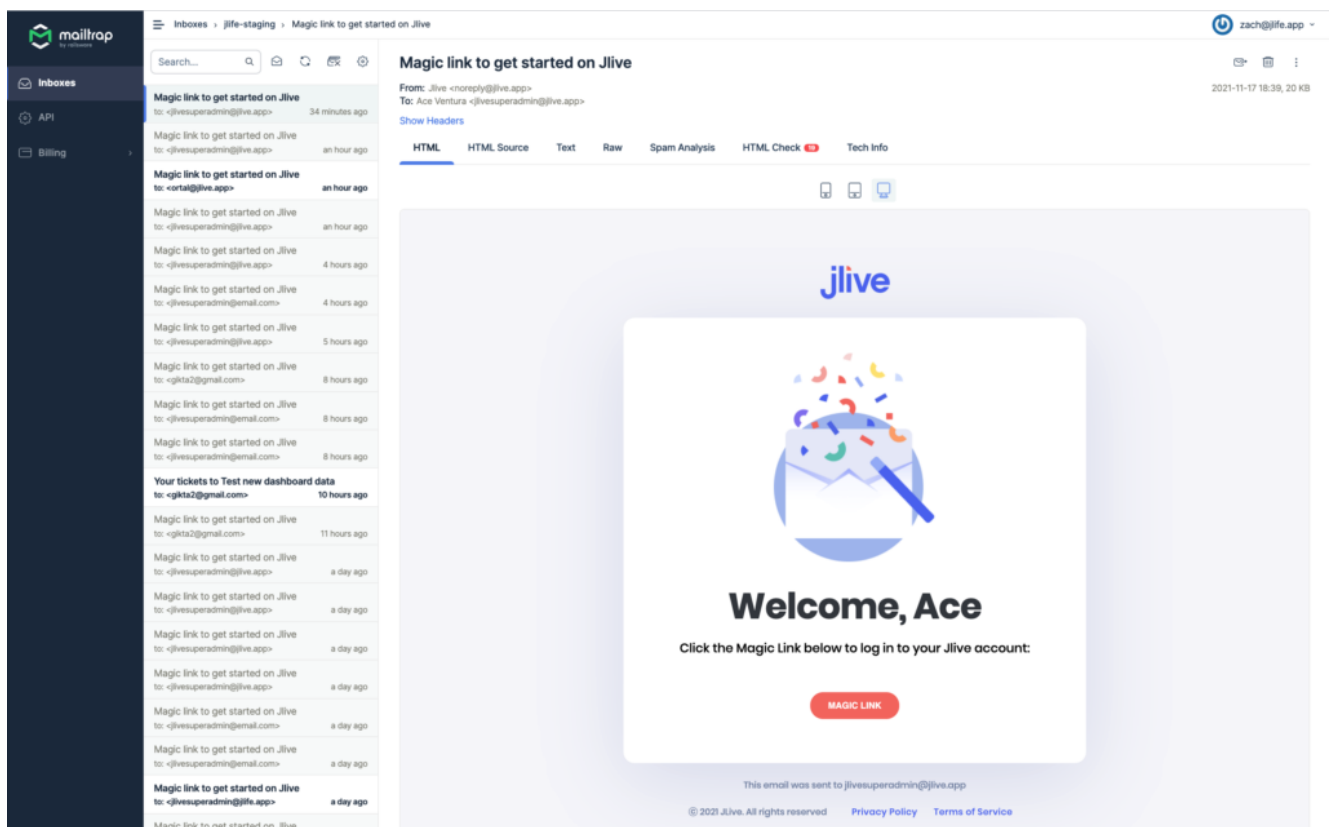


Staging Environment

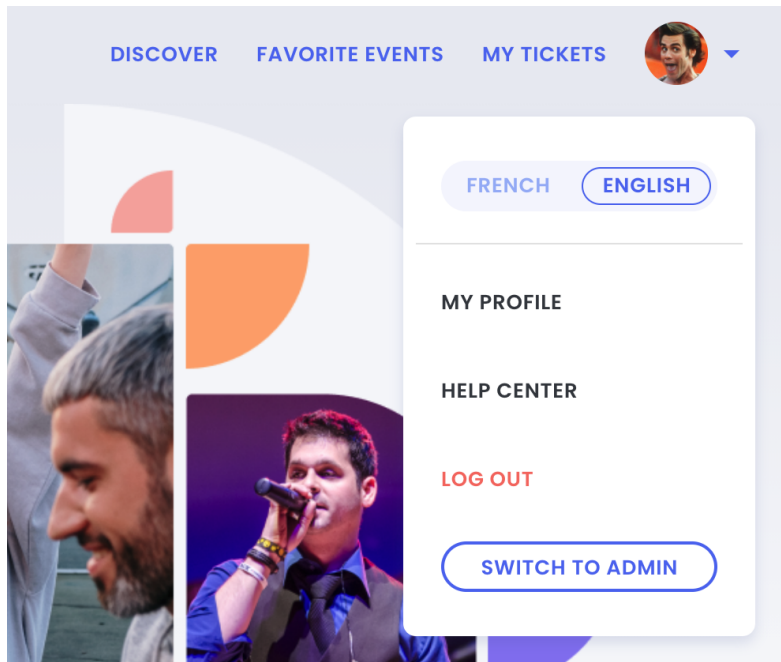
Jlive has a Staging Environment that serves as a sandbox to test upcoming features. To login, you must use. To access Staging as an Admin, you must have a Mailtrap account provided to you by Jlive Support Staff. All emails sent by Staging are trapped in a Mailtrap Inbox.

Login to Staging

1. Visit <https://web.jlife-stg01.net/>
2. Click on Login in top right corner
3. Enter jlivesuperadmin@jlive.app to request Magic Link
4. Visit <https://mailtrap.io/inboxes/849175/>
5. Make sure you are logged into Mailtrap.io with your e-mail address
6. Find the email you just sent yourself and click the Magic Link to login

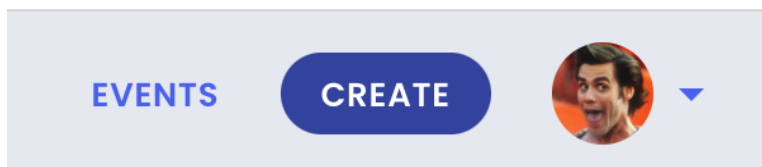


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Creating Events

1. Click [Admin] in the Top Right corner dropdown to access the Admin Portal
2. Click [Create Event] and complete all steps
3. Read more here: [Create Events](#)



Registering For Events

From your phone and/or computer:

5. **Visit the Event URL**
 1. IE <https://web.jliffe-stg01.net/events/29>
 2. (Make sure the EventID at the end of the URL is what you want)
6. **Register**
 1. Try to register for the event
 2. Check to see that you received the Registration Email

Please direct any questions to support@jliffe.app or zach@jliffe.app.