

Adding Students to a Normal Event


Q: We would like our Normal event to include the option of allowing parents to attach their students. Can we import a list of students into pickAtime?

a: If you would like to establish participant-student relationships similar to those used in your regular PTA events, we recommend updating and importing your [student data](#). You may also optionally set up and import a [participant-student relationship file](#).

Once the students have been imported, enable the "**Require participants to select their student name from a drop-down when booking an appointment**" setting in your event configuration.

Miscellaneous: [Require parents to select their student name from a drop-down when booking an appointment \(requires that students have been imported to the account\)](#)

This helps streamline the scheduling process and ensures all appointments are associated with the correct student. When participants first enter the event, they will be given a prompt to attach or review their students. Similar to the PTA event. They will then click the Filter Slots button to see the slots.

Verify your students list: 

- Abelle, Megan
- Leach, Abbigail


[Filter Slots](#)

When participants schedule appointments, they will be prompted to select the appropriate student from a drop-down list.

Appointment Form

Make sure you have filled all the required fields.

Select Student *



- Abelle, Megan
- Leach, Abbigail

The selected student will then appear in appointment reports and throughout the Admin UI, making it easier to track and manage appointments by student.

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