

Allow Customers to take multiple slots

Allow Customers to Take Multiple Slots

Use this feature when you want a **single login** to book multiple appointment slots at once.

Example use cases:

- A parent booking flu shot appointments for three children
 - A parent booking a school tour for mom, dad, and child
 - A supervisor registering multiple team members for an event
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Enabling the Feature

1. Go to **Settings / Online Scheduler Settings / Advanced Settings / Multiple Appointment Booking**.
2. Check "**Allow customers to take multiple slots**."

On the scheduling page, this adds a **pull-down above the available slots**, letting customers select how many slots they want to book. They can never book more than the number currently available.

Capturing Per-Slot Information

Since each slot may belong to a different person (e.g., a different child or team member), you'll likely want to capture details for **each individual appointment**.

1. Go to **Settings / Appointment Fields**.
 2. Create a custom field — e.g., "**Participant Name**" — which participants will fill out for each slot they book.
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Customizing the Confirmation Email

When multiple appointments are booked in one session, pickAtime sends **one combined email** rather than one email per appointment. This email has three parts:

Section	Behavior
Header	Appears once, at the top
Body	Repeats once per appointment booked
Footer	Appears once, at the bottom

“ Put anything you don't want repeated in the **Header** or **Footer** — not the **Body**.

Example: Desired email output

Dear Joan Smith,

Thank you for scheduling the following appointments:

John Smith at 2:00 on July 15, 2012

Sue Smith at 2:00 on July 15, 2012

Billy Smith at 2:00 on July 15, 2012

Please arrive early to find parking.

How to structure this on the Email Templates page:

Section	Content
Header	Dear \$(C_FIRST) \$(C_LAST), Thank you for scheduling the following appointment(s):
Body	\$(AF_PARTICIPANT_NAME) at \$(TIME) on \$(D_FULL)
Footer	Please arrive 15 minutes early to find parking.

Available Macro Fields

Fields starting with \$ are **macros** that auto-fill with appointment-specific data:

Macro	What it inserts
\$(C_FIRST) \$(C_LAST)	First/last name of the contact person (the one logging in and booking)
\$(TIME)	Time of the booked appointment

Macro	What it inserts
<code>\$(D_LONG)</code>	Date of the booked appointment
<code>\$(AF_PARTICIPANT_NAME)</code>	Name of the participant taking that specific slot, entered at booking time. <i>(This field is custom — created via Settings / Appointment Fields.)</i>

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