Category Options

Function

The **Category Sort** option allows you to display your events by category, instead of all at once. This helps your participants navigate your account (especially if you have a large volume of events) with ease. It can also be used to direct participants to a certain event without an option to toggle to the other open event on the account.

Location

On the Events Preview page, you will see the grey button Event Settings. Click on the button to access the settings and the category sort.

At the bottom of the **Events Settings** page is the **Category Sort** section (the page may be collapsed and expanded when you access it)

Manage Categories for Events

This area allows you to show your events by category, instead of all at once. This may help your participants navigate your account (especially if you have a large volume of events). Below are the areas of this section.

Category Sort

Categories Page Title:	This feature allows you to name the Categories page
Allow customer to select category first	allows you to have an initial sort on your account before the events are displayed.
Category selector not displayed	allows you to create a URL based on the category you entered in the Category column for your event(s).

Events Categories

This table allows you to manage categories for your events.

Ways to Use

Display all events by category

To have your participants use the account URL and then see all of the events. Add the category for each event on the Events Preview page.

On the **Global Setup / Business page,** create a customized account URL for your company, such as https://pickatime.com/nameofyourcompany

On the **Events / Preview** page, enter text in the Category column for each event. For example, if you wanted the event URL to be https://pickatime.com/nameofyourcompany/PTA, then enter PTA in the category column.

On the **Events Preview/Event Settings** page, go to Manage Categories for Events and click Allow customer to select category first.

On the **Event Management/Settings/Online Scheduler Settings, Scheduling Link section**, you will see the Scheduling Link for the account. This is the URL you provide to your participants.

Display the events by a custom URL

You can use the Category Option if you want to direct participants to a certain event without an option to toggle to the other open event on the account.

On the **Global Setup / Business** page, create a customized account URL for your company, such as https://pickatime.com/nameofyourcompany

On the **Events / Preview** page, enter text in the Category column for each event. For example, if you wanted the event URL to be https://pickatime.com/nameofyourcompany/PTA, then enter PTA in the category column.

On the Events Preview/Event Settings page, go to Manage Categories for Events and click Allow customer to select category first, and then the Category selector is not displayed

On the Event Management level, on the S**ettings/Online Scheduler Settings** tab, Scheduling Link section, you would see the Scheduling link for the category. This is the URL you provide to your participants.



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