

Creating Consent Forms

Adding Consent Forms in pickAtime

If you need participants or parents to acknowledge and agree to specific terms (e.g., loan agreements, waivers, policies) during an event, pickAtime provides flexible options using the Appointment Fields page.

Common Uses

Create a consent form to collect:

- Permission slips
- Liability waivers
- Media release acknowledgements
- Health questionnaires
- Code of conduct agreements
- Event policies
- Emergency contact information
- Transportation permissions

Creating your Consent Form

1. Create a New Appointment Field:

1. Navigate to **Events Management / Settings / [Appointment Fields](#)**.
2. Add a new field (Header or Subheader) that contains the full text of your consent form.
3. Add the Field to Your Event by selecting the new field from **Available Fields** and clicking the < button to move it to **Included Fields**.

Only fields in the **Included Fields** section are shown to participants during registration.

Appointment Fields Setup

Appointment Fields are additional fields that you can setup to request appointment specific information from the person booking the appointment. This information is collected at the time the person selects an appointment slot.

	#	Included fields							Height	Type
	1	Consent Form~Your participation is voluntary. If you decide to take part in this event, you will be asked to sign a consent form. After you sign the consent form, you are still free to withdraw at any time and without giving a reason.	☐	☐	☐	☒	☐	☐	1	Header

total: 1 rows/pg: 150

<

>

X

Header:

Consent Form

Header description:

Your participation is voluntary. If you decide to take part in this event, you will be asked to sign a consent form. After you sign the consent form, you are still free to withdraw at any

required for customers

required for admins

hidden from the customers

repeat for each slot booked

show separator after field

display on all reports

Add New

To enter in a new field, type the name in the white space and select the Add New button. The new field will show up in the list of Available fields. Select the < arrow to move the field from the list of available fields to the list of included fields. Use the Type Column to change your field type. Options are Text, Numeric (Num), Date, Choice, Header or Subheader (Subhdr). A Choice field will allow you to set up options for participants to select from. If you select Choice the question editor will display allowing you to set up different responses.

Available fields

Previous CPR Experience

Present Monday?

Please digitally sign your name:

Phone Number:

Parents Names

Parent Last Name

Parent First Name

Gender;Male;Female

Employer

Email

total: 30 rows/pg:

2. Configure and Add the Response option for your participants

For your participant's response, create a new field

- Under **Type**, select **Choice**.
- Under **Choice Type**, select one of the following:
 - Radio Buttons
 - Drop-down List
 - Checkboxes
- Enter the responses participants can choose. For example, Yes or No
- Click **Add New Option** after entering each option.
- Use the arrow controls to change the order if needed.
- Click the **blue diamond**. This makes the field **required**. This prevents participants from completing their registration without answering the consent question.

✦	#	Included fields	◆	◆	◆	◆	◆	◆	Height	Type
⬇	1	Consent Form~Your participation is voluntary. If you decide to take part in this event, you will be asked to sign a consent form. After you sign the consent form, you are still free to withdraw at any time and without giving a reason.	☐	☐	☐	☒	☐	☐	1	Header
⬇	2	By clicking 'Accept and Make Appointment' I am agreeing to all policies\Yes\No	☒	☐	☐	☒	☐	☐	1	Choice

total: 2 rows/pg:

Choice type:
 Field text:

☐ hide / show fields based on the user response ?

By clicking 'Accept and Make Appointment' I am agreeing to all policies

Yes ☐ ☒ ☐ ☒ ☐ ☐

No ☐ ☒ ☐ ☒ ☐ ☐

3. Test Your Consent Form

Before making your event available, open your Online Scheduler and begin a test registration.

Verify that:

- The consent question appears.
- The response options display correctly and are clear and easy to understand.
- The field is required (if configured).
- The confirmation email includes any consent information or links you added.

Use **Appointment Fields** for consent that must be collected with each booking.

Use **Contact Fields** only for information collected once per participant, such as phone numbers or mailing addresses.

Need Help?

If you have questions about configuring consent forms, Appointment Fields, or Notification Setup, contact the pickAtime Support Team:

Email: support@pickatime.com

The support team can help you configure custom Appointment Fields, email templates, and other event settings.

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