Directing Parents to a Predetermined Event

You can route parents directly to a specific event — for example, showing Grade 9 parents only the **Grade 9 Counseling** event, and Grade 10 parents only the **Grade 10 Counseling** event.

This works by importing a **parent file** that links each parent to one (or more) **EventID(s)**. When that parent logs in, they'll only see the event(s) they've been assigned.

Step 1: Create the Parent File

Your parent file must include the following columns:

Field	Description
ParentID	Unique identifier for the parent
First	Parent's first name
Last	Parent's last name
Email	Parent's email address (one only)
EventID	The event(s) this parent should have access to

Finding your EventID(s): Go to **Reports / Account Reports / Settings**. This report lists the unique EventID for each event on your account.

For multiple events per parent: Separate EventIDs with a semicolon, **no spaces** — e.g., `28972x;28973x`. Parents with multiple EventIDs will see a drop-down letting them toggle between their assigned events.

Example file:

ParentID	First	Last	Email	EventID
29786	Sally	Jones	sj@school.com	28972x
27856	Bob	Williamson	bw@school.com	28973x

Step 2: Import the File

1. Go to the **Importer** option in the left-hand dashboard.
2. Set **Data Type** to **"School."**
3. Select your event from the **Event** drop-down.
4. Set **File Type** to **"Parents (optional)."**
5. Click **Select File**, choose your parent file, and click **Open**.
6. Click **Import**.

Result

Once imported, parents will be automatically directed to the correct event(s) when they log in.

> Need help with this setup? Email support@pickatime.com.

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