

# Directing Parents to a Predetermined Event

You can direct parents to a specific event based on their student's grade. For example, a parent of a student in grade 9 would only see the grade 9 event, a parent of a student in grade 10 would only see the grade 10 event, and so on.

Each parent contact will be associated with a unique EventID. This connection is made by importing a parent file with a column labeled EventID. Each row should be filled with the unique event identifier for the event that the parent should have access to. When that parent logs in, they would ONLY see the event they had access to.

First, create the parent file.

This file lists all the parents. The parent file must contain the following fields:

- **ParentID** identifies the parent
- **First** contains the first name of the parent
- **Last** contains the last name of the parent
- **Email** contains the parent's email address. Only one email address should be entered here.
- **EventID** (special column) - contains event ID. The EventID is the unique identifier for the event that the parent should have access to. These unique ID #'s can be located on the Reports page. Select the Account Reports option and then select the report labeled Settings.

In your parent file, fill the EventID column with the EventID # corresponding to the event the parent should have access to. For example, if you have the following events: Grade 9 Counseling Appointments and Grade 10 Counseling Appointments, you would use the unique EventID for each event and associate this EventID with the parent.

To include multiple EventIDs, simply separate the IDs by a semi-colon and include no spaces (e.g., 28972x;28973x). If you include multiple EventIDs, parents will then see a drop-down and can toggle between any of the events they have access to.

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

Import this file using the pickAtime Importer:

On the left-hand side dashboard, select the Importer option. Here, you would be able to see pickAtime Importer (Data Importer):

- **Data type** - set the radio button to 'School'
- **Event** - select your 'event name' from drop-down
- **File type** - select 'parents (optional)'
- **File** - select the parent file on your computer and click 'Open'
- Then click 'Import' button

When a parent logs in, they will be directed to the correct event.

If you need any assistance with this option, please email [support@pickatime.com](mailto:support@pickatime.com)

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Revision #2

Created 2026-04-10 16:02:53 UTC by Tara Cicora

Updated 2026-04-14 22:03:48 UTC by Tara Cicora