Event Display Options

How to Access

In the Admin UI tool, open the event, go to the **Settings / Online Scheduler Settings / Scheduler Settings, Scheduler Display section.**

Formatting Options

You have five formatting options to choose from:

1. Table * This is the only option for PTA events.
2. Text
3. List
4. Vertical
5. Date

Table - The Table Format features brighter colors for stronger visual contrast when comparing resources. **This is the standard template used for Parent-Teacher Conferences.**

Text - The Text Format is similar in structure to the Date Template but displays only one resource at a time. It offers a simplified viewing experience while maintaining a familiar layout.

List - The List Format presents available appointment times in a simple list format. This option works well for events where resources are hidden or when a minimal display is preferred.

Vertical - The Vertical Format displays one resource at a time in a clean, streamlined layout. Available appointment slots are presented in an attractive and easy-to-read format. This template works especially well for counselors, room checkout scheduling, and wellness appointments.

Date- The Date Format is a versatile and visually appealing scheduling option. All the information needed to select an appointment is displayed on a single page, allowing users to easily and quickly compare multiple resources without needing to filter through available slots. Common uses include office hour events, after-school scheduling, wellness appointments, special events, and more.

Paginator vs Calendar

In addition to the display options, you can also choose between the Calendar and Paginator.

The **Calendar** will display a day at a time, with the option to toggle between bates or to use a drop-down calendar.

The **Paginator** can cover multiple days at a time, allows you to toggle between dates, and has a drop-down.

Additional Features

Display the end time of each appointment slot displays the end time of the appointment.

Display # of slots per appointment time shows the number of available slots for the appointment time.

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