

Events Preview Page

The **Events Preview** page is where you create, delete, and edit core event details.

At the top of the page is the **Search Events** bar.

Buttons

Button	What it does
Add	Opens a form to create a new event
Delete	Deletes the selected event
Duplicate PTA	<i>(Enabled only on request.)</i> Creates a copy of an existing event, including its class and enrollment data — but not time slots. Best for events with unchanging rosters (e.g., full-year classes).
Edit Details	Opens a page to edit participant-facing event summary details
Go to Event	Opens Event Management for the selected event
Event Settings	Opens advanced event-level settings

Adding a New Event

1. Enter an **Event Name**.
2. Select an **Event Type**: , , , or .
3. Select an **Event Template** — use one of pickAtime's built-in templates, or base it on an existing event.
4. Select a **Time Zone**.

“ If you use an existing event as your template, the new event will inherit that event's time zone automatically.

All remaining fields are optional.

Edit Details

This page lets you add written details, links, or images for participants to see for this event.

Event Settings

The **Event Settings** page contains advanced configuration options for your events.

General Settings

Setting	What it controls
Propagator Mode	Controls how broadly your changes apply — to only the current event , all events of the same type , or all events of the same category and type . See also here: Propagator Mode .
Events Sorting	Controls display order of events (see "Sort events by the following order" below)
Events Page Title	Customizes the title of your Events page (default: "Events") — e.g., rename to "Schools" or "Clinics" if your account spans multiple locations
Default List	Choose between showing all events at once, or showing "featured" events first (the event matching a parent's enrolled child) with a search bar for the rest
Sort Events By the Following Order	Drag fields to set the display order/hierarchy for events
Events Table Columns	Add, remove, or reorder columns shown on the Events Preview page
Allowed Timezones	Toggle between national and international time zone options

Manage Categories for Events

Use **Category Sort** to group events into categories — useful for accounts with a high volume of events, to help participants navigate more easily.

Setting	What it controls
Categories Page Title	Custom name for the Categories landing page
Allow customer to select category first	Requires participants to choose a category before seeing specific events
Category selector not displayed	Lets you build a direct URL to a specific category (based on the Category column on your event)
Events Categories	A management table to update, delete, or reorder categories across all events at once — affects how categories appear in the CUI

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