Global Setup / Contacts

Use this section to configure custom prompts and registration forms. This allows you to collect essential information from participants (such as parents) when they first register or log in to your scheduling site.

See also the Collect Information from Customers page.

Advanced Options

Feature	Functionality	Instructions	Notes
Default Password	Reset passwords for any contact except those with Administrator access.	Navigate to the Contacts tab, search for the user, and click Reset PW.	Change the global default password (e.g., 123456) under Global Setup / Contacts / Advanced Options.
Reset Admin Passwords	Resets passwords for all Admin levels (except the main Administrator) to the Default Password.	Click the Reset Admin Passwords button.	This will NOT reset passwords for Admins who have signed in within the last month.
Modify Access Level	Enables mass updates to Admin access levels.	Select the new access level from the options provided.	Often used to upgrade "Appointment Viewers" to "Appointment Makers" to enable the Block Schedule feature.
Remove All Parents	Deletes contact records with a ParentID value.	Click the Remove All Parents button.	Does not remove parents who have logged in during the last month.
Remove All Customers	Removes contacts from the database based on a selected access level.	Select the access level in the pop-up; this removes that level and all lower levels.	Will not remove contacts with future appointments or those who signed in during the previous month.
Remove All Students	Removes all students from the vendor account.	Click the Remove All Students button.	Excludes students enrolled in future classes or events active in the previous month.
Remove Students not enrolled	Deletes students who are not currently enrolled in any event.	Click the Remove Students not enrolled button.	Useful for removing mistaken imports or graduated students.

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