

Online Scheduler Settings (PTA Product)

Booking Settings

Booking Window

Booking Opens

Select the date and time you would like the scheduler to open for participants.

Booking Closes

Select the date and time the scheduler should close and no longer accept bookings.

Admins can access the scheduler at any time

Check this to ensure Administrators can access the scheduler even when it is closed to the public.

For schedulers with multiple booking dates, close booking:

Close booking at a **specific time of day, XX days** before the appointment.

Close booking **XX hours/days/weeks/months** before the appointment

Close booking **XX hours** before the first appointment of the day.

Booking Limits:

Maximum per Event

Sets a total limit on the number of appointments allowed for the entire event. Set to 0 for no limits.

Maximum Per Child

Sets a cap on the number of appointments allowed for each individual student. Set to 0 for no limits.

One appointment per teacher per student

Restricts parents to one booking per teacher, regardless of the number of classes or students involved.

One appointment per class

Restricts bookings to one per class, even if multiple students from the same family are enrolled in it.

Allow back-to-back

When disabled, the system prevents consecutive bookings with different teachers to allow for travel time.

Cancellation Policy

Customer may cancel their appointment up to XX hours/days/weeks.

Use this setting to prevent participants from cancelling their appointments within a specific timeframe (hours, days, or weeks) before the scheduled start time. Set this value to 0 if you wish to allow cancellations up until the last minute. Conversely, a very high value effectively disables the cancellation option for participants.
Note: Closing the scheduler only prevents new bookings; it does not stop participants from cancelling existing appointments unless this lock-out period is active.

Share Your Scheduler

Scheduling Link

Account Scheduling Link

Displays all available events on the scheduler. If you have only one open event on the vendor account, we recommend that you use the Scheduling link for the account.

Event Scheduling Link

Displays the scheduler of the selected event with the ability to select other available events on this account.

Customize the event link

Allows you to customise the scheduling link for the selected event parameter.

Scheduling link for the category

Displays the scheduler with the list of event(s) of the selected category.

Display Settings

Scheduler Display

Initial Table Layout:

Condensed

Compact layout with variable time steps — good for smaller screens or quickly browsing availability

Expanded

Fixed time intervals in a traditional layout — easier for comparing exact appointment lengths/gaps

Navigation Style:	
Display calendar to navigate over dates	Displays a calendar interface to help users browse different dates easily.
Display paginator to navigate over dates	Allows the display of multiple dates with slots on one page.
Scheduler Display Limits	
Display X weeks/days of slots	Determines the volume of days or weeks visible to the customer at one time.
Teacher Display	
Display description	Add Teacher Description to the teacher's legend on the CUI.
Separate legend for each child <i>(Regular PTA only)</i>	Generates an individual schedule legend for each student for better clarity.
Display class names	Enable this to show specific class names alongside teacher names on the scheduler. Note, if a student is enrolled in multiple classes with the same instructor, the teacher will be listed individually for each class. This allows parents to book a separate appointment for each specific teacher/class combination.
Sort by Group Name	Group teachers by categories (e.g., Lower School vs. Upper School) to simplify the selection process.
ADVANCED SETTINGS	
Online Meeting Provider	Select the integrated video conferencing tool (Zoom, Google, MS Teams) to be used for virtual appointments.
Allow a parent to make conflicting appointments for themselves	Enables parents to book multiple appointments that occur at the same time.
Allow customers to see and cancel past appointments	Lets parents view/cancel appointments that have already passed
Don't allow customers to change appointment time	Prevents parents from rescheduling once booked