

UI Setup page (PTA Product)

EVENT SETTINGS	
Scheduler Availability	
Open Scheduler to customers on	Select the date and time you would like the scheduler to open for participants.
Close Scheduler to customers on	Select the date and time the scheduler should close and no longer accept bookings.
Allow Admins access to the CUI at all times	Check this to ensure Administrators can access the scheduler even when it is closed to the public.
Appointment Number Limits	
Maximum Appointments per Event	Sets a total limit on the number of appointments allowed for the entire event. Set to 0 for no limits.
If customer reaches maximum appts per event display	Display "Maximum Appointments Reached" message. Optionally, you can adjust the default message.
Maximum Appointments Per Resource per Day	Limits how many appointments a single resource (e.g., a teacher) can accept daily, regardless of total available slots. Set to 0 for no limits.
If customer reaches maximum appts per resource per day display	Optionally, you can adjust the default message.
Maximum Appointments per Child	Sets a cap on the number of appointments allowed for each individual student. Set to 0 for no limits.
If customer reaches maximum appts per child display	Display "Maximum Appointments per Child" message. Optionally, you can adjust the default message.
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.
Appointment Cancellation	
Customers cannot cancel their appointment closer than x 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.
Display "Call to Cancel" message	Shows a specific instruction for participants to call the office if they try to cancel during the lock-out period.
Close Appointment Booking	
Close Appointment Booking	Automates when slots become unavailable (e.g., X hours before the appointment or X days before the event).
If customer cannot book the appointment display	Shows a 'Close appointment booking' message. You can adjust it.
SCHEDULER SETTINGS	
Scheduling Link	
Scheduling link for the account	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.
Scheduling link for the selected event	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.
Scheduler Display	

Display calendar to navigate over dates	Displays a calendar interface to help users browse different dates easily.
Display paginator to navigate over dates	Allows to 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 resource description	Add Teacher Description to the teacher's legend on the CUI.
Separate legend for each child	Generates an individual schedule legend for each student for better clarity.
Display room	Shows the Room value on the scheduler in the list of teachers, next to the teacher's name.
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 conflicting appointments	Enables parents to book multiple appointments that occur at the same time.
Allow customers to see and cancel past appointments	Permits users to view their history and manage appointments that have already passed.
Don't allow customers to change appointment time	Removes the ability for participants to reschedule their existing appointment times.

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