

Room Numbers and/or Meeting Links

Add Room Numbers and/or Individual Teacher Meeting Links

If you are using the **Blackbaud SKY API Importer** and need to add room numbers or individual teacher meeting links, you will need to temporarily disable the SKY API Importer and use the file importer.

1. Disable the Blackbaud SKY API Importer

Go to **Global Setup / Business**. Under **Integration Options**, uncheck **SKY API Importer**.

This will give you access to the file importer.

Disabling the Importer will **NOT** hurt your slots, appointments, contacts, SSO, or previously imported data.

2. Obtain Your Teacher and Class Files

Contact support@pickatime.com to request copies of the **Teacher File** and **Class File** that were previously imported through the Blackbaud SKY API Importer.

You will edit the Teacher File to add the room numbers and/or individual meeting links. The Class File does not need to be edited.

3. Update and Import the Teacher File

Add a **Room** column, a **Virtual Room** column, or both to the Teacher File, depending on the information you want to add.

Field	Description
TeacherID	Unique identifier for the teacher (<i>key field</i>)

First	Teacher's first name
Last	Teacher's last name
Email	Teacher's email address (<i>must be unique; one address only</i>)
Room	Room or location where the teacher will hold conferences
Virtual Room	Teacher's individual online meeting link. This is not needed if you are using pickAtime's built-in online meeting integration.

Example:

TeacherID	First	Last	Email	Room	Virtual Room
234	Angela	Frank	a@school.com	106	unique teacher meeting link
225	Bobby	Smith	b@school.com	Gym	unique teacher meeting link

Once you have added the room numbers and/or meeting links, import the updated **Teacher File**.

4. Import the Class File

After importing the Teacher File, import the **Class File** provided by pickAtime. **No changes to the Class File are required.**

Importing the Class File associates the updated teacher information with the classes, allowing the **Room Number** and/or **Meeting Link** to appear on the **Appointments** page in the Admin UI. You can then enable the Sky API Importer again (**Global Setup / Business**. Under **Integration Options**, check **SKY API Importer**.)

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