

Setting Up the SKY API Importer

I connected pickAtime through the Blackbaud Marketplace, but I don't see the SKY Importer.

The SKY Importer must be enabled manually:

1. Go to **Global Setup / Business / Show Advanced Options / Single Sign On Options / Blackbaud.**
2. Check "**Use SKY API Importer.**"

The importer will now appear in the **Importer** section.

I added an event, but no events are available to import.

Blackbaud imports only work with **PTA Events**. If your event was created as a **Normal** or **Simple PTA** event, it won't appear in the importer.

Fix: Create a new event using the **PTA Event** type and run the import again.

What Blackbaud roles are required to use the SKY Importer?

The account running the import must have:

- A valid **BBID**
- At least one of: **Academic Group Manager, Schedule Manager, or Platform Manager**
- The **SKY API Data Sync** role

“ ⚠ If you recently received a new role, **log out of Blackbaud and log back in** before attempting the import.

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