

# Blackbaud PTA Videos

## Getting Started with your PTA event

- [Creating a company account](#)
  - [How to add an event in a Parent Teacher Conference Event](#)
  - [Duplicating vs Creating a new Parent-Teacher Event](#)
  - [How it All Works](#)
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## Single Sign-On

- [Setting Up Your School's Single Sign On For New Schools](#)
  - [Setting Up Your School's Single Sign On For Established Schools](#)
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## The Backend

- [A Tour of the Admin UI](#)
  - [CUI Messaging](#)
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## Working with slots in your PTA event

- [Creating Slots in your Parent-Teacher Conference](#)
  - [Adding in Travel Breaks](#)
  - [Handling Lunch and Dinner Breaks](#)
  - [Copying vs Moving Slots](#)
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## Working with classes and teachers at your PTA event

- [Understanding the Class Editor](#)
- [Creating a Teacher Team](#)
- [Understanding the difference between administrative levels](#)
- [Understanding the difference between Appointment viewer vs maker](#)
- [How Teachers block their own schedule](#)
- [How to order teachers alphabetically](#)

- [Displaying Class Names in a Parent-Teacher Conference](#)
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## Working with parents and students at your PTA event

- [The Login As Feature](#)
  - [Cloning Students](#)
  - [Manually scheduling an appointment in a Parent-Teacher Conference](#)
  - [Using the Select Student in a Parent-Teacher Conference Event](#)
  - [How to remove Appointment Times](#)
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## Additional features

- [Customizing emails](#)
  - [Understanding Appointment Fields](#)
  - [Understanding reports](#)
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