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

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

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

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

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

Additional features

- Customizing emails
- Understanding Appointment Fields
- Understanding reports

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