

Other Event Scheduling

While pickAtime is most commonly used by Blackbaud schools for parent-teacher conferences, the platform is flexible enough to handle a wide range of other event types — for example: school tours, admissions interviews, counseling appointments, summer school registration, career fairs, teacher training, volunteer sign-ups, college rep visits, iPad/laptop checkout appointments, shadow student visit days, uniform fittings, senior photos, and parent surveys.

For these use cases, pickAtime offers two event types:

- **Normal**
- **Roster**

"Just for Admins" Events (Blackbaud Schools)

For any event type, Blackbaud-integrated schools have access to a special **"Just for Admins"** option.

To enable it: Go to **Event Management / Settings / Online Scheduler Settings**, and check the box at the bottom labeled **"Display CUI as the default page for Admins after the login process."**

⚠ **Important:** Enabling this option makes the event visible to **Admins only** — it will **not** be available to regular parent users.

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