# Blackbaud Checklist

To set up your Parent-Teacher Conference event using the PTA scheduler with Blackbaud integration, follow these steps:

1. **Integrate with SKY API, Set Up Your Account, and Set Up Event** Create your conference event and give it a clear, descriptive name (e.g., "Fall 2026 Conferences"). Adjust your account settings for Blackbaud SSO.
2. **Export Your Data:** Export your students, teachers, classes, and enrollment data from Blackbaud. Once exported, verify the data imported correctly in the Admin UI.
3. **Create Slots for the Event** After verifying your data, create your time slots — including dates, times, and appointment durations.
4. **Create the SSO -** Blackbaud uses SSO for parent access from the Resource Board.
5. **Configure Settings**
   - **Appointment Settings** — Adjust various settings specific to your event.
   - **Configure Email** *(optional)* — Customize the default email confirmations and reminder notices, if needed.
6. **Turn It On and Test the Scheduler** Once your data is complete and time slots are created, activate the scheduler and test the booking experience.

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Created 2026-04-08 18:40:45 UTC by Tara Cicora
Updated 2026-06-24 20:14:18 UTC by Tara Cicora