

# Setup Account

## Integrating with BLACKBAUD SKY API

Prior to connecting to pickAtime in the SKY API please be sure that you have a pickAtime account for your school. If you do not you can create a pickAtime account [here](#).

Ensure that your school meets the [prerequisites](#) for the SKY API as defined by Blackbaud. There is also a \$350 annual integration fee.

## Connecting the pickAtime app.

In Blackbaud.com, click on [Marketplace](#)

1. Search for PickAtime
  2. Select pickAtime in the search results.
  3. Click 'Connect' button.
  4. Click 'Go To Application Website'
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## Next Steps

Once you have created a new pickAtime account (or currently already have one) and have connected to SKY API you will want to update your [Account Settings](#) and begin [Setting up Your SSO](#).

## Account Settings

1. Select Login from the pickAtime home page and log in with your email address and password to your pickAtime account.
  2. Select the Global Setup / Business page.
  3. Locate the Single Sign On section (Advanced options) and ensure that the SSO Provider pull-down is set to Blackbaud.
- The SSO Login URL is used to redirect participants to a login page after their session expires, to allow them to access the system again. This URL should be to your portal or website.
  - The SSO Secret Key is provided by Blackbaud while you are [setting up the Single Sign-On](#) for your school's account.
  - If you intend to utilize the SKY API Importer be sure to click that option.

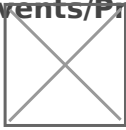


**\*\*Doing this will remove the Account URL from the account. This is because when using the Blackbaud integration parents and students will be accessing the school's account via the Blackbaud resource tile.\*\***

## Create Your Event

When you first log in to your account from the pickAtime home page, you will be in the Admin tool and on the **Event Reporting** page.

1. Select the **Events/Preview** button on the **Admin UI** sidebar (left side).



2. Click on the 'Add' button.

3. Enter a name for your event, for example, "Fall 2026 Conferences."

4. Select the type of PTA

5. If you have previously used pickAtime, you will then have a pull-down where you can select a template from one of your previous events. The template will determine the starting settings (from the UI Setup, CUI Messages, and the Notifications Setup pages) for your event.

6. Select the event time zone.

7. Optionally, you can add the Date and Location for your event.

You will then see a row listed for your event. The date and location column can be left blank. They are used to differentiate between the different events when more than one event is available. The date field is simply a label. If your conference has multiple dates, you can list all dates in this column, or you can leave it blank.

For any event, you can also use the Event Details box on the screen to fill in any event-specific information that you may want to use in the display of your scheduler or in your emails for this event. Any text that you add in the Event Details box will be available as a macro field that you can use in your CUI Messages or in your Notifications Setup. The macro for the Event Details is `$(E_DESCRIPTION)`.

If you've used the system before and you will be importing new data, you can now delete the previous event(s). To delete an event, click on the 'Delete' button. Doing so after you have created the new event will allow you to use your previous conference event as a template for your new conference event. Please also confirm that your new event is of type PTA.

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