

Appointments

How do I see who has signed up for an appointment?

Via Reports: Logging in takes you directly to the **Reports** area, where several reports show scheduled appointments.

Via Admin UI: Select your event, go to **Appointments**, and click a date/time — the participant's name will display in that slot.

Can I offer Virtual appointments part of the day and In-Person for another part?

Yes — create separate slots by type:

- **Virtual** slots for morning/early afternoon
 - **In-Person** slots for evening
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A participant booked the wrong appointment type (In-Person vs. Virtual). How do I fix it?

Option 1 — Participant self-service: They go to **My Appointments**, locate the booking, click **Edit**, and change the **Appointment Type**.

Option 2 — Admin:

1. Open the event and locate the resource/time slot.
 2. Click the appointment, then **Edit Appointment**.
 3. Change the **Appointment Type** and save.
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How do I change ALL booked appointments from In-Person to Virtual (or vice versa)?

1. Open the event / **Event Management**.
 2. Click **Slots / Update Slots**.
 3. In the **Slot Updater**, set the time range and choose the new type from **Slot Type**.
 4. Click **OK** — you'll see a confirmation showing how many appointments will be updated.
 5. Click **OK** again to confirm.
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