# How to Book Participant Appointments

Booking through the **CUI** (customer-facing scheduler) respects all standard restrictions and limits. To **override** those restrictions — you'll need to book the appointment manually through the **Admin UI**.

## Making Appointments in the Admin UI

### Step 1: Locate the Time Slot

1. Select the **Appointments** tab at the top of the screen.
2. Use the calendar on the left to navigate to the desired date.
3. Click the **green plus sign (+)** in the time slot you'd like to book.

### Step 2: Select the Participant

The **Select Person** dialog will open. You have two options:

**Option A: Search for an existing contact**

1. Type the participant's name (or the first few letters) in the search field on the left.
2. Select the correct name once it appears.
3. Verify the contact information shown on the right.
4. Click **OK** to finalize the appointment.

**Option B: Create a new contact** If the participant isn't found:

1. Enter their **First Name**, **Last Name**, and **Email Address** in the fields on the left.
2. Click the green **Add** button.
3. Click **OK** to create the contact, then **OK** again to book the appointment.

## Pro Tips for Scheduling

- **Partial searches work:** You don't need the full name — typing just the last name (or part of it) often finds participants faster.
- **Verify before confirming:** Always double-check the email address on the right before clicking **OK**, to make sure confirmation emails go to the right person.

# To book as a Participant on through the CUI (customer-facing scheduler)

Go to the Contacts section and locate the parent. Click on their name and then click the 'Log in as' button.

> Passwords are not needed to masquerade as a participant.

You will then be sent to the CUI where you can book.

## Step 1: Select a Resource

Choose the resource(s) you'd like to book with, then click **Filter Slots**.

## Step 2: Book an Appointment

The scheduling grid displays available times as squares with a **plus sign (+)**.

1. Click your preferred time square.
2. Click **Create Appointment**.
3. A confirmation message will briefly appear at the top of the screen.

> After you book appointments on behalf of a participant, the participant can still log in and change or cancel the appointment.

> When booking on behalf of a participant, other admins will be able to see which admin booked for that participant within the participant's log in Contacts.

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