

STEP FIVE: Try it out

1. From the **Admin UI** on the [Events / Preview](#) page, select your event. Click on the Go To Event button to open the **Event Management** page.
2. Select the **Settings** tab and then the **UI Setup** tab.
3. To turn on the online scheduler so participants can use the website and schedule appointments, modify the "Open scheduler to customers on" and the "Close scheduler to customers on". Any days that you want to make available for participants to schedule appointments should be within the start and end dates specified.

View for yourself the appointment booking web page. The appointment URL is listed in the Account URL section at the bottom of the [Global Setup / Business Setup](#) page. To test out the system, you can click on the URL or copy and paste this URL into another browser window and try out the site as if you were a customer. You can customize this URL by checking the box "Set custom URL" and entering your preferred URL name in the white box.

The "Appointment URL" will change to reflect your selection, and the new URL will be available in approximately 5-10 minutes.

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