STEP FIVE: Try it out

1. 1. Open the Scheduler

1. From the Admin UI, go to **Events / Preview**, select your event, and click **Go To Event**.
2. Select **Settings / Online Scheduler Settings/Booking Window**.
3. Set **"Open scheduler to customers on"** and **"Close scheduler to customers on"** to define the window during which participants can book appointments.

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2. View the Scheduler

1. Go to **Global Setup / Business / Account Level Settings / Account URL**, and find your **Account URL** at the bottom of the page.
2. Click the URL, or copy it into another browser window to test the scheduler as a participant would experience it.

> “ You can customize this URL by checking **"Set Custom URL"** and entering your preferred name. The updated URL will be live in approximately **5–10 minutes**.

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