

STEP FIVE: Try it out

1. Open the Scheduler

1. From the Admin UI, go to **Events / Preview**, select your event, and click **Go To Event**.
 2. Select **Settings / UI Setup**.
 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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