

Events File

The **Events File** allows you to import either *Normal Events* (with appointment slots) or *Roster Events* (registration-style events) into pickAtime. This document outlines the required format and instructions for both types.

File Format

- File Type: Tab-delimited text file (*.txt or *.tsv).
- First Row: Must contain column headers.
- Example Tools: Export from Excel or Google Sheets as Tab-delimited Text.

Importing Normal Events

1 – Create Your Event File

Each row represents one set of time slots for an event.

Required Columns:

- **EventName** - The name of your event (e.g., “Vision Screening”).
- **EventDate** - The label shown in the Event Setup page (e.g., “March 2025”).
- **Location** - The physical or virtual location where the event is held.
- **TimeZone** - Time zone in which the event occurs (e.g., “America/New_York”).
- **Resource** - The name of the resource involved in the event (e.g., “Nurse”).
- **Date** - The calendar date for the appointment slots (format: MM/DD/YYYY).
- **StartTime** - Start time for the first appointment slot (format: HH:MM AM/PM).
- **EndTime** - End time for the last appointment slot (format: HH:MM AM/PM).
- **Duration** - Duration of each appointment slot in minutes (e.g., 10).
- **Max** - Maximum number of appointments allowed per slot.
- **basedEvent** - (Optional) ID of an existing event to use as a template.
- **Category** - (Optional) Category label for the event.
- **Description** - (Optional) General description or details about the event.
- **ResourceDescription** - (Optional) Description of the resource, such as qualifications or instructions.

2 – Import Your File

1. Go to pickatime.com and log in.
2. From the left-hand menu, select Importer.
3. Choose Data Type: Events.
4. Choose Event Type: Normal.

5. Locate your file and import it.

Important Notes

- If multiple rows in your import file share the same EventName, pickAtime will append the slot data to the existing event. It will not create duplicate events.
- To create two distinct events with the same name, each must be given a unique EventName (e.g., “Bellevue Screening 1”, “Bellevue Screening 2”).

Importing Roster Events

1 – Create the Roster Event File

Each row defines one registration-type event (not based on appointment slots).

Required Columns:

- **EventName** - The name of your event.
- **EventDate** - The label shown in the Event Setup page.
- **Location** - The location of the event.
- **TimeZone** - The time zone of the event (e.g., “America/Denver”).
- **Max** - Maximum number of participants allowed in the event.
- **basedEvent** - (Optional) ID of an event to use as a template.
- **Category** - (Optional) Category label for your event.
- **Description** - (Optional) Description or event details.

2 – Import Your File

1. Log in at pickatime.com
2. From the left-hand menu, select Importer.
3. Choose Data Type: Events.
4. Choose Event Type: Roster.
5. Locate your file and import it.

Important Notes

- If multiple rows in your import file share the same EventName, pickAtime will append the slot data to the existing event. It will not create duplicate events.
- To create two distinct events with the same name, each must be given a unique EventName (e.g., “Bellevue Screening 1”, “Bellevue Screening 2”).

Revision #2

Created 2026-04-13 17:21:11 UTC by Tara Cicora

Updated 2026-04-30 22:16:44 UTC by Tara Cicora