

Introduction

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Welcome

Now that your account is set up, you're ready to build your first scheduler. PickATime offers four scheduling types — choose the one that fits your use case, or reach out and we'll help you decide.

? **Parent-Teacher Appointments (PTA)** *Best for schools with 20+ teachers*

Parents log in and see only the teachers their child has a class with — no scrolling through irrelevant names. This is our full-featured conference scheduling product for larger schools.

[Watch the PTA Demo](#) | [PTA Setup Guide](#)

? **Parent-Teacher Appointments — Simple PTA** *Best for schools with 20 or fewer teachers*

A streamlined version where parents choose from a list of all teachers at the school. Teacher-student relationships don't need to be pre-configured, making setup fast and simple.

[Watch the Simple PTA Demo](#) | [Simple PTA Setup Guide](#)

[Not sure which PTA product is right for your school? Email us at \[support@pickatime.com\]\(mailto:support@pickatime.com\) and we'll help.](#)

? **Event Scheduling** *Best for one-time or multi-day appointment events*

Let participants choose a location, pick a time, and book their slot — all online. Works for events that span a single day or stretch across several weeks.

Common uses: Flu shot sign-ups · Health & wellness screenings · Admission interviews · School tours · Training events

[Watch the Event Demo](#) | [Event Scheduling Setup Guide](#)

? **Roster Scheduling** *Best for program sign-ups without a specific time slot*

Participants register for a program or event rather than booking a particular time. Ideal for recurring programs and ongoing enrollments.

Common uses: Summer camp registration · After-school program sign-ups · Permission slips

[📺 Watch the Roster Demo](#) | [📺 Roster Scheduling Setup Guide](#)

Getting Started

To get started with Pickatime, you will first need an account with us. To create an account, select the [Sign Up](#) option from our website.

Once you have an account, you will have access to our Admin tool, where you can begin to set up your event.

Follow the steps in the User Guide for the scheduling type you wish to set up:

[Parent Teacher Appointments Conference Scheduling](#)

[Blackbaud Parent Teacher Appointments Conference Scheduling](#)

[Simple Parent Teacher Appointments Conference Scheduling](#)

[Event Scheduling](#)

[Roster Scheduling](#)

Product Updates

May 2026 Updates

Blackbaud Updates

Admission Event Importer

- Added a new **Parent Type** selector to the Blackbaud **Admission Event** importer, allowing Admin to select either the Parent of Incoming or Parent of Candidate or both.

Contacts Setup Improvements

- An addition to **Global Setup /Contacts/Advanced Options/Setup Parents Category** has been made by replacing the standard text input fields with a multi-select dropdown for event categories.
- This update applies to:
 - **CategoryID for Prospective Parents**
 - **CategoryID for Current Parents**

Importer Updates

Slot Import Enhancements

- Added the ability to define both **Slot Type** and **Appointment Type** directly within the Slots Import file.

Optional Columns:

- **SlotType:** Controls the visibility of the slot to customers. Accepted values:
 - 1 — Visible to Customer (default)
 - 2 — Hidden from Customer
 - 3 — Shown with Call Status
 - 4 — Make Unavailable
- **SlotApptType:** Specifies the appointment format for the slot. Accepted values:
 - 1 — In-Person (default)
 - 2 — Virtual
 - 3 — In-Person or Virtual

TEMPLATE

EventID	Resource	Date	StartTime	EndTime	Duration	Max	SlotType	SlotApptType
373933	Health Screenings	03/18/2025	09:00 AM	12:00 PM	15	1	1	1
373937	Nurse	03/18/2025	01:00 PM	03:00 PM	20	2	1	2

Resource and Class Removal Updates

Additional updates were made to the option allowing Admins to delete existing resources, classes, and enrollments directly from the Import page before uploading new data, making it easier to remove bad data without leaving the Importer page. Changes include:

The sentence, **Remove existing classes** has been renamed to **Remove all resources and their classes**.

An issue where the **Remove all resources and their classes** option did not fully remove resources from all scheduling areas has been corrected.

Resources are now correctly removed from:

- **Appointments Tab > Teachers**
- **ClassEditor Tab > Teachers**

To locate this feature on the Imports page, click the Class file option within the File Type drop-down menu.

Vendor: Maypine School

Data Type: School People Appointments Slots Events

Event: Maypine PTA

File Type: Class

Remove all resources and their classes: [?](#)

File: [File Template](#) [Select File and Import](#)

Reporting Updates

New Email Actions

Added a new **Send Email to Parents** button to the following reports:

- **Students without any scheduled parent-teacher appointments**
- **Students without any scheduled parent-teacher appointments by class**

pickAtime Admin < Reports / Event Report page

[Schedule report delivery](#) [Block Schedule](#)

EVENT Maypine PTA, 2026, School **REPORT** Students without any scheduled parent-teacher appointments

DATE FROM 05/22/26 **DATE TILL** 05/22/27 [Refresh](#)

[+ Additional Fields](#) [Email Report](#) [Print](#) [Export to](#)

Student	Email
Leach*, Abbigail	taracicora@hotmail.com
Leach, Abbigail	aleach@gmail.com
Leach, Marsha	MarshaMartin@blackbaud.com
Admin, pickAtime	support@pickatime.com
Pico, Tara	tara.cicora@pickatime.com
Cicora, Tara-parent	taracicora@hotmail.com

Added a new **Send Email to Students** button to:

- **Students' Schedule**

EVENT		REPORT
Maypine PTA, 2026, School		Students' schedule
PRINT		
none		
DATE FROM	DATE TILL	
05/22/26	05/22/27	Refresh
+ Additional Fields Email Report Print Export to		
<ul style="list-style-type: none"> Send report to email Send email to students 		

Report Name Updates

Renamed the following reports for improved clarity:

Previous Name	Updated Name
Students whose parents have not booked ANY appointments	Students without any scheduled parent-teacher appointments
Students whose parents have not booked appointments PER CLASS	Students without any scheduled parent-teacher appointments by class

Email Report Improvements

Button Label Updates

- Renamed the orange **Send email** button to **Email Report**

Button Placement Improvements

- The gray **Email Report** button has been moved next to the Parent/Teacher dropdown to align with the orange **Email Report** button for a more consistent layout.

Email Processing Improvements

- The **Email Report to Teacher/Parent/Student** actions now display a processing message indicating:
 - Emails are currently being sent
 - A summary notification will be delivered once processing is complete

March 2026 Updates

Log-In & Registration Updates

1. The “**Do not allow self-registration**” option is now automatically disabled when “**Show the scheduler to users before they log in**” is enabled.
→ This allows participants to create an account seamlessly when they’re ready to book.
2. New feature: **Sign up with Google**
→ Participants can now register using Google when:
 - “**Show scheduler before login**” is enabled
 - “**Allow login with external provider**” is enabled
3. When participants are creating a new account, a second Password (Confirm)" field has been added to the Sign Up form.

Location for Log-Ins and Registrations: Global Setup/ Business/ Registration and Login Settings

Google Updates

1. **Google Workspace** integration will now display “Enabled” only when syncing is error-free
2. Automatic email notifications are now disabled when participants create or update **Google Calendar** events
→ Helps reduce unnecessary email volume

Reporting Updates

1. **Event Reports** now display all teacher team members in the Teachers column
2. A new field, “**Last Logged In,**” has been added within the **List of Administrators** report.

Location: Reports/ Account Reports/ List of Administrators (click the green “Additional Fields” button)

Events & Scheduling Updates

Class Import Improvements

You can now delete existing resources, classes, and enrollments directly from the Import page before uploading new data, making it easier to remove bad data without leaving the Importer page.

To locate this feature on the Imports page, click the Class file option within the File Type drop-down menu.

Featured Events

pickAtime has added a new option that allows the account Admin to choose to display all events at once or list the "featured" event first, with a search bar for the others. This feature can be activated or deactivated on the Event Settings page, accessible from the Events Preview in the upper-right corner.

Table View Customization

Admins can now set the default view:

- Expanded (fixed time steps - classic view, may require more scrolling)
- Condensed (shows variable time steps - may require less scrolling)
- Users can toggle views directly within the scheduler

An update has been made to the Date Field in both the [Appointment and Contact Field Setup](#) sections. This update allows you to add 'force limits' to control the date range that participants can enter to ensure that there are fewer erroneous entries.

✦	#	Included fields	◆	◆	◆	◆	◆	◆	Height	Type
◇	1	date of birth	☑	☐	☐	☑	☐	☐	1	Date

total: 1 rows/pg: 150

Field Name:
date of birth

Force Limits: | Min value: 📅 | Max value: 📅

Forced Reminder Emails

- Admins can now send reminder emails from the Appointments List even if reminders are disabled for the event
- These are labeled: "Sent Reminder Forced" within the Contact's log.

January 2026 Updates

1. We have changed the name of the Email and SMS Setup page to Notification Setup. On the Notification Setup page, we have added two additional sections. A Resource Notification Email Section and a Calendar Event Notification Section. The Resource Notification section will allow you to have appointment notification emails sent to your resources or teachers. The Calendar Event Notification Section will allow you to customize

the calendar reminders.

2. We have added an integration with ClassLink.
3. We have added an integration with the payment processor [Stripe](#).
4. Upcoming: We will be adding an integration with Veracross in the next several months.

General FAQs

Can I pay by Credit Card over the phone?

We do not accept payments by phone. To pay by credit card, please see the instructions below:

- Select Client Login from our home page (www.pickatime.com) and log in with your email address and password. This must be an administrative email address
- You will immediately be in the Reports section of the site.
- Check the circle next to Account View.
- Then select Account from the Report pull-down.
- You will then see a list of your invoices and payments.
- Click on an invoice # to see the details of the invoice. You can pay by credit card using the Stripe checkout option

Can I have a trial of your software to decide if I want to use it?

We do not offer trials. If you have questions or need guidance to see if our software will satisfy your needs, please contact us at support@pickAtime.com

Can I have multiple Administrators? Is there an additional fee for additional Admin?

You can have as many administrators on your account as you wish. There is no additional charge for having additional admins.