Sharing Meeting Links with Parents and Teachers

Q: Will teachers log in to pick a time to get the link to their virtual conference, or does it create a meeting with a link on their calendar?

A: Teachers can sign into pickAtime to view their schedules and meeting links by navigating to **Reports > Event Reports > Teachers Schedule**.

Q: Can multiple people receive the links?

A: The links are included in the Printable PDF sent with Confirmation and Reminder emails. These emails are sent only to the appointment maker. However, the appointment maker can forward the emails to anyone they wish to share the links with.

Q: Once I add my virtual links or virtual integration to my event, do I need to do anything to my emails to ensure that parents receive the information?

A: Make sure that the **Printable Schedule of Appointments** is activated for your Confirmation and Reminder emails in Notification Setup.

To check this setting:

1. Go to **Event Management > Settings > Notification Setup**.
2. Open the Confirmation and Reminder email settings.
3. Select **Replace the Email Body with the Printable Schedule of Appointments**.

The Printable Schedule of Appointments includes the required macro and formatting to display virtual meeting URLs.

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