

Creating Virtual, In-Person, and Choice Appointments

pickAtime makes it easy to offer virtual Parent-Teacher Conferences using your preferred online meeting platform. You can offer parents a choice between **In-Person** and **Virtual** meetings, or set all appointments to one type — and you can mix appointment types within a single event, across different teachers or different times of day.

Enabling Appointment Type Selection

By default, the appointment type drop-down is hidden in the **Slot Generator** and **Slot Updater**. To enable it:

1. Go to **Settings / Admin View Settings**.
2. Under **Slot Generator**, check "**Show the 'Appointment Type' drop-down.**"

Once enabled, you can set each slot to **Virtual**, **In-Person**, or **Choice** (parent selects) directly within the Slot Generator/Updater.

Setting Up Virtual Meetings

You have two options for providing virtual meeting links:

Option 1: Automatic Integration (Zoom, Microsoft Teams, or Google Meet)

pickAtime integrates directly with **Zoom**, **Microsoft Teams**, and **Google Meet** to automatically generate a unique meeting link for each appointment.

- A unique link is created per scheduled appointment.
- The link is automatically included in the parent's confirmation email.
- Works for both **Virtual** and **In-Person or Virtual** (Choice) appointment types.

“ **There is no additional cost** for using Zoom, Microsoft Teams, or Google Meet with pickAtime.

Setup steps (same for all three providers):

1. Go to **Settings / Online Scheduler Settings / Show Advanced Settings**.
2. Under **Online Meeting Provider**, select your provider (**Zoom**, **Google Meet**, or **Microsoft Teams**).
3. Create and publish your event as usual.

Each booking will automatically include a unique meeting link in the confirmation email.

Provider-specific prerequisites:

Provider	Prerequisite
Google Meet	Google Sync must be set up first — see Google Calendar Integration
Zoom	See the Zoom Integration guide
Microsoft Teams	Microsoft Teams must be set up first — see Microsoft Calendar Integration

Option 2: Custom Meeting Links Per Teacher

Use any meeting platform (Zoom, Google Meet, Teams, Webex, etc.) by manually assigning a link to each teacher.

1. Create your event as usual.
2. Go to the **Appointments** page.
3. For each teacher, enter their personal meeting link in the **Virtual Room** field.
4. Go to **Settings / Online Scheduler Settings / Scheduler Display** and uncheck **"Display Rooms"** — this prevents long meeting URLs from cluttering the parent-facing scheduler.

“ We recommend also enabling **"Replace the Email Body with the Printable Schedule of Appointments"** under **Settings / Notification Setup**, so parents receive a clean table of appointments that includes their meeting link.

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