

Google Meet Options

Google Meet Guide: Integration vs. Manual Setup

pickAtime offers two ways to manage Google Meet sessions. Choose the method that best fits your school's workflow:

1. Google Meet Integration: Links are generated automatically and are unique for every single appointment.
 2. Manual Setup: A single, permanent link is assigned to each teacher for all their appointments.
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Method 1: Google Meet Integration (Automatic)

Best for: High security and unique links for every meeting.

1. Prerequisites

Ensure [Google Calendar Integration](#) is already set up at the Account level. This is required to activate the Google Meet engine.

2. Enable for Your Event

1. Go to Events Management / Settings/UI Setup.
2. Open Advanced Settings / Online Meeting Provider.
3. Select Google.

3. How it Works

Once enabled, any appointment booked as a Virtual type will automatically generate a unique Google Meet link. This link is included in the confirmation email sent to parents.

Note: When using the integration, the "Virtual Room" column will not appear in the Appointments tab, as links are handled automatically by the system.

Online Meetings Page Guide

This page helps Admins monitor the status of Google Meet link generation and teacher calendar syncs. This page will help you to ensure every virtual appointment is properly linked.

Sections on the Online Meeting Page

1. Online Meeting Sync

- Shows appointments with still generating Google Meet links.
- Note: Link generation may take up to 40 minutes.
- The links will disappear from this section once the link is created and detected.

Online Meetings page

Online Meetings Sync

Meeting links are still being generated for the appointments below. Links can take up to 40 minutes to appear — this table refreshes automatically.

Provider

Appt Date

Dur

First Name

Last Name

Event

Resource

total: 0 rows/pg: 20

[Hide Online Meetings Sync...](#)

Online Meeting Issues

The resources and their appointments below are missing meeting links. To resolve:

- Google Meet: Ensure the teacher has synced their Google Calendar
- Zoom: Review your Zoom settings or our FAQs for Zoom

Provider

Event

Resource

Contact

Contact Email

Export Setup

Action

total: 0 rows/pg: 20

Provider

Appt Date

Dur

First Name

Last Name

Event

Resource

total: 0 rows/pg: 20

2. Online Meeting Issues

- This lists teachers/resources that do not have meeting URLs.
- The system will give the relevant meeting information while also offering action steps

3. Calendar Link Setup Status

Calendar Sync Setup Status							
Q Search Resources Event: All Events Resource: All Resources Contact: Name or Email ☐ only resources without Export setup ☐ only resources without Import setup Q Search		This table displays the online meeting sync status for each resource. - A checkmark under Export Setup means the resource/teacher has successfully synced their calendar with PickAtime. - A checkmark under Import Setup means their external calendar is blocking off unavailable times in pickAtime. Note: Blocking time from an individual teacher's external calendar is not recommended for PTA events.					
Provider	Event	Resource	Contact	Contact Email	Export Setup	Import Setup	Action
Google	Maypine PTA-Duplicate	Abelle, Peter;Alvarez, John;Alvarez, Michael	John Alvarez	teacherAlvarez@gmail.com	☐	☐	Login As
Google	Maypine PTA-Duplicate	Abelle, Peter;Alvarez, John;Alvarez, Michael	Michael Alvarez	Alvarez@blackbaud.com	☐	☐	Login As
Google	Maypine PTA-Duplicate	Abelle, Peter;Alvarez, John;Alvarez, Michael	Peter Abelle	Student2a@blackbaud.com	☐	☐	Login As
Google	Maypine PTA-Duplicate	Bailes, Karen	Karen Bailes	TestBailes@gmail.com	☐	☐	Login As
Google	Maypine PTA-Duplicate	Cicora, Tara	Tara Cicora	taracicora@hotmail.com	☐	☐	Login As
Google	Maypine PTA-Duplicate	Prince, Susan	Susan Prince	SusanPrince@gmail.com	☐	☐	Login As
Google	Maypine PTA-Duplicate	Admin, pickAtime	pickAtime Admin	support@pickatime.com	☒	☐	Login As

This section will show you whether the teacher has synced their account and offers you the option to log in as the teacher directly from this page.

Export Setup

- Checked when:
 - The teacher has synced the Google Calendar account on the Calendar Sync page in the Admin UI.
 - Selected a default calendar.
 - Clicked Save and Sync.
- Missing check = Teacher has **not** completed calendar sync.

Import Setup

- Checked if the teacher opted to block off times in pickAtime from Google Calendar.
- Not recommended for teachers.

Important Admin Tips

- Teachers must have a Resource assigned to their contact records and time slots with the appointment type virtual created to appear on this page.
- After enabling the Online Meeting Provider: Google, always check the Online Meeting Links page (left-handed dashboard).
 - Use it to identify any missing URLs and verify teacher sync status.
- If links don't generate after 40 minutes, confirm:
 - The teacher has completed sync (Export Setup is checked).
 - The appointment was created as Virtual or Virtual/In-Person.

Still No Link?

It might be due to:

- The time zone was recently changed
- There's an error in the system

Contact: support@pickatime.com

Method 2: Manual Setup (Permanent Links)

Best for: Teachers who prefer to use one "personal" room link for all their sessions. This option can be used with any virtual provider, including:

- Google
- Zoom
- Teams
- GotoMeeting
- and more!

Step 1: Initial Event Configuration

You must first enable virtual appointment types. This is required for both entry methods below.

1. Enable Appointment Types: Go to Settings > Vendor UI Setup. In the Slot Generator section, check Show the "Appointment type".
2. Configure Time Slots: Go to the Appointments tab. Create or update slots and set the type to Virtual or In-person or Virtual.

Step 2: Adding the Links

Choose one of the following ways to add the teacher's URLs:

- Option A: Manual Entry (Directly in Event) Navigate to the teacher list in the Appointments tab. Double-click the cell in the Virtual Room column to paste the link.
- Option B: Bulk Import (Via Data Files)
 1. Update Teachers: Add URLs to the Virtual Room column in your Teachers file and import it (this updates the contact record).
 2. Sync to Event: Import your Class file. This is essential to push the links from the teacher records into the specific event.

Final Step: Ensure Links are Sent to Parents

To ensure participants receive their meeting links, you must verify your email macros.

1. Go to **Events Management / Settings / Notification Setup**.
2. In the Confirmation and Reminder emails, ensure that " Replace the Email Body with the Printable Schedule of Appointments is checked.
3. Navigate to **Settings / CUI Messages / Printable Schedule**.
 - Ensure the \$(Room) macro is present.



- This is a "Smart Macro" - it automatically pulls the correct data (Room or Virtual) based on the booked appointment type, regardless of whether you are using the Integration, the Manual Virtual Room, or a physical room number.

Important

- DO NOT enable your virtual Integration when using this option. Doing so will override your manual Room links with auto-generated ones.

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