

Zoom Admin Managed App

PickAtime offers the option to use Zoom within events. There are two ways to use Zoom.

In the first option, the teacher would use their own account to create a single Zoom URL, which would be placed within the Room column in the Appointments Tab within Event Management.

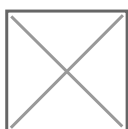
The Zoom Integration

The second option is the integration with Zoom itself. With the Zoom integration, teachers can offer individual Zoom online meetings. The Zoom links are automatically generated for customers and parents. There is no additional charge from pickAtime for this integration.

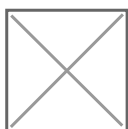
Please note: When you activate the integration, it will not display the Zoom link information placed in the Virtual/Room column.

To use the Zoom Integration with pickAtime, you will use the Admin Managed application.

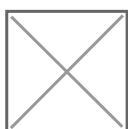
1. Go to pickatime.com and log in. Ensure that you have all of your teachers imported, and go to the Admin UI tool, [Global Setup / Business page](#), Integration Options section
2. In the Zoom Integration section, click the Connect and Map Contacts button.



3. Permit the app (if you are not logged into Zoom, you may be asked to log in) for meetings (first icon listed).



4. The app is now connected.



5. Once the mapping is complete, a pop-up dialog box will appear giving you the details.



This will activate the integration on an account level. To activate the Zoom integration for an individual event, go to **Events Management / Settings / UI Setup / Advanced Settings / Online Meeting Provider** and then select Zoom.



Online Meetings Page Guide

This page helps Admins monitor the status of Zoom 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 Zoom 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
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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
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total: 0 rows/pg: 20

Provider	Appt Date	Dur	First Name	Last Name	Event	Resource
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total: 0 rows/pg: 20

2. Online Meeting Issues

- 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

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
Zoom	Maypine PTA-Duplicate	Abelle, Peter;Alvarez, John;Alvarez, Michael	John Alvarez	teacherAlvarez@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Login As
Zoom	Maypine PTA-Duplicate	Abelle, Peter;Alvarez, John;Alvarez, Michael	Michael Alvarez	Alvarez@blackbaud.com	<input type="checkbox"/>	<input type="checkbox"/>	Login As
Zoom	Maypine PTA-Duplicate	Abelle, Peter;Alvarez, John;Alvarez, Michael	Peter Abelle	Student2a@blackbaud.com	<input type="checkbox"/>	<input type="checkbox"/>	Login As
Zoom	Maypine PTA-Duplicate	Bailes, Karen	Karen Bailes	TestBailes@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	Login As
Zoom	Maypine PTA-Duplicate	Cicora, Tara	Tara Cicora	taracicora@hotmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Login As
Zoom	Maypine PTA-Duplicate	Prince, Susan	Susan Prince	SusanPrince@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	Login As
Zoom	Maypine PTA-Duplicate	Admin, pickAtime	pickAtime Admin	support@pickatime.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Login As

This section will show you if the teacher has synced their account or not and offers you the option to log in as the teacher directly from this page.

Export Setup

- Checked when:

- The teacher has synced their Calendar 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 their 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.
- 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?

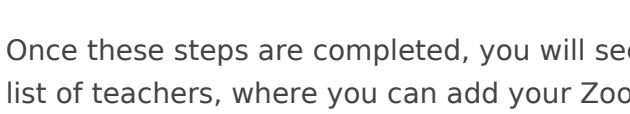
It might be due to:

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

Contact: support@pickatime.com

The Teacher Provides the Zoom link

To add a single URL for each teacher, do the following

1. In the Admin UI tool, open the event.
2. Go to the '[Settings\Vendor UI Setup](#)' tab.
3. In the Slot generator, check the box for 'Show the "Appointment type"'.

4. On the 'Appointments' tab, create new time slots or update existing ones, setting the slot's appointment type to either 'virtual' or 'in-person or virtual'.

Once these steps are completed, you will see an additional 'Virtual Room' column to the right of the list of teachers, where you can add your Zoom links.

Room Macro

Please ensure that the room macro is added to the emails so that the participant can see the link.

To do this, go to **Events Management / Settings / Notification Setup** and review your Confirmation and Reminder emails. They should have the option to replace the Email Body with the Printable Schedule of Appointments checked. Within the **Settings / CUI Messages / Printable Schedule** section, you will see that the \$Room macro is present.



On the Printable Schedule, you will have the \$(Room) macro - it is a universal macro that will use the value from the Room column or Virtual Room column based on the appointment type or from the integration itself. You do not need to make any changes to the Printable Schedule.

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