

Rooms

Why doesn't the Room Number I updated in Contacts show up in Reports?

When you import a class file, teacher data (including room numbers) is copied to the Appointments page under Resources. Once copied, this data does not automatically update when changes are made in the Contacts section.

To correct the room number for a specific teacher, go to the Appointments page and update the room number directly, to the right of the teacher's name.

Updating Room Numbers for All Teachers

If all teachers have new room numbers:

1. Import an updated Teacher file with the correct room numbers.
2. Then import the Class file.

This process will update room numbers for all individual teachers in the event.

Note: This method does not update room numbers for Teams of Teachers — you'll need to update those manually on the Appointments page.

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