PTA Management Guide

Adding a new student

Step 1: Add the Student

1. Go to the Contacts section of the Admin UI.
2. Search for the student by name.
3. If the student isn't found, click **Add / Student...**.
4. Fill in the **Student First Name**, **Student Last Name, StudentID** and **SecurityValue.**
5. Click **Add**.

Step 2: Connect the Student to a Parent

If the parent already exists in Contacts:

1. Search for the student by name.
2. Select the student, then select the small **Parent-Students Map** tab.
3. Click the green **Add** button under **Parent List**.
4. In the **Select Person** dialog, search for the parent by name, select them, and click **Add**.

The student and parent are now connected.

If the parent is not found:

1. Go back to **Contacts** and click **Add → Parent**.
2. Fill in the parent's **Email**, **First Name**, and **Last Name**, then click **Add**.
3. Search for the **parent** by name, select them, then select the small **Parent-Students Map** tab.
4. Click the green **Add** button under **Student List**.
5. In the **Select Person** dialog, search for the student, select them, and click **Add**.

The parent and student are now connected.

Step 3: Enroll the Student in Classes

1. Go to **Class Editor**.
2. Select the teacher, then the class.
3. In the entry box above the student roster, type the student's name using your account's name format (**Last, First** or **First Last**).

> Not sure which format your account uses? Check how other students are listed in the same class roster.

4. Press **Enter** when the system finds a match.
5. Repeat for each class the student should be enrolled in.

Administrator Access

Updating an Existing Contact's Access

1. Go to the Contacts tab and search for the contact.
2. Select their name.
3. Adjust the **Admin Level** pull-down to set their access.

This allows the contact to log into the Admin UI and view reports, with permissions determined by the level selected (see table below).

Adding a New Administrator

1. Click the green **Add** button.
2. Select **Admin...**.
3. Fill in the contact's information.
4. Set their **Admin Level** using the pull-down.

The new contact will be prompted to create a password the first time they log in.

Admin Access Levels

Level	Permissions
Appointment Viewer	Can log in and view appointments only — no changes allowed
Appointment Maker	Can make appointments from the Admin UI, but cannot change setup or add/remove slots
Resource Administrator	Can make/cancel appointments and add/remove slots — limited to the specific resources granted in **Resource Access**
Event Administrator	Full administrative access to one or more specific **events** — set under **Event Access**
Administrator	Full access to the entire account

> All levels include access to reports.

Granting Specific Access

Some levels require you to specify *what* the contact can access:

- **Appointment Viewer, Appointment Maker, Resource Administrator:** Set their accessible resources under **Vendor Access / Resource Access**.
- **Event Administrator:** Set their accessible event(s) under **Vendor Access / Event Access**.

Updating Multiple Teachers/Admins at Once

To bulk-update access levels for a group of contacts:

1. Go to **Global Setup / Contacts**.
2. Under **Advanced Options**, click **Modify Admin Level**.

Allow Teachers to Block Slots

Why upgrade teacher access?

By default, teachers have **Appointment Viewer** access only — they can view their schedule but not make changes.

Upgrading teachers to **Appointment Maker** access allows them to **block their own slots** before the scheduler opens to parents. This is useful when an admin has bulk-created slots for all teachers, and each teacher needs to block off specific times (e.g., for breaks or unavailability).

How to upgrade teacher access

1. Go to **Global Setup / Contacts**.
2. Click **Show Advanced Options**.
3. Click **Modify Access Level**.
4. Change the access level from **Appointment Viewer** to **Appointment Maker** for your teachers.

Each teacher will now have access to manage their own schedule.

How teachers block/unblock slots

1. Log into the Admin UI — teachers will land directly on the **Reports** section.
2. Click **Block Schedule** at the top of the page to go to the **Appointments** page, showing their available time slots.
3. To **block** a slot, click the **X** in that slot's cell — it will turn **red**.
4. To **unblock** a slot, click the **X** again — it will turn back to **blue**, indicating it's available.

Allow Teachers to Pre-Book Appointments

Why upgrade teacher access?

By default, teachers have **Appointment Viewer** access only — they can view their schedule but not make changes.

Upgrading teachers to **Appointment Maker** access allows them to **book appointments on behalf of parents**, before the scheduler opens to parents.

How to upgrade teacher access

1. Go to **Global Setup / Contacts**.
2. Click **Show Advanced Options**.
3. Click **Modify Access Level**.
4. Change the access level from **Appointment Viewer** to **Appointment Maker** for your teachers.

Each teacher will now have access to manage their own schedule.

Contacts

The **Contacts** tab is where your full list of teachers, administrators, students, and parents is stored. Parent contact records are created automatically the first time they log into the online scheduler.

> **Note:** Student and parent names don't display automatically — you'll need to search by first or last name to find them.

To get started: From the Admin UI, select **Contacts** on the left-hand side dashboard.

Viewing Contact Info

Search for and select a contact to populate their details on the right-hand side. Several tabs are available:

Tab	What it shows
Contact Info	Email, first/last name, admin level, customer access rights, and any custom fields configured under **Global Setup / Contacts**
Appointments *(small tab, distinct from the main Appointments tab)*	All appointments for this contact. For students, this shows enrolled classes.
Log	Email history and a log of when appointments were booked or canceled
Vendor Access	Resource Access and Event Access settings for administrators
Parents-Students Map	View, create, or edit which students are linked to a parent (see *Parent-Student Relationships*)

Search options: The Search Control list allows you to search by **Last Name**, **First Name**, **Email**, or any custom ID fields configured under **Contacts**.

Other actions available from a selected contact:

- **Delete** — removes the contact
- **Reset PW** — resets the contact's password to your account's default password (configurable under **Global Setup / Contacts**)

Setting Up Vendor Access

> **Important:** When adding a new contact with **Appointment Viewer**, **Appointment Maker**, or **Resource Administrator** access, be sure to check the appropriate box under **Vendor Access / Resource Access** — otherwise they won't have access to any resources.

Master Access: The **"Allow access to all events and all resources"** option under **Master Access** is only available for **Appointment Viewer** and **Appointment Maker** levels. It is **not** available for **Resource Administrator** or **Event Administrator** levels, which require resources/events to be granted individually.

Adding a New Contact

1. Click **Add**.
2. Select a contact type from the drop-down:
   - **Admin**
   - **Teacher**
   - **Student**
   - **Parent**
   - **Other**
3. Fill in the fields marked `<not entered>` on the form — fields vary depending on the contact type selected.

> The form will not allow you to create a new contact record with the email address that already exists on the vendor account.

Creating Teams

You can combine teachers into teams from the **Class Editor** page.

Create a New Team

1. Select **Add Teacher/Team → Add Team**. The **Select Person** dialog will open.
2. Search for and select the first teacher, then click **Add to Team** (top-left corner of the dialog).
3. Repeat for the second teacher.
4. Once all team members appear in the top-left list, click **OK**.

> **Double-booking protection:** Booking a slot with the team automatically blocks the corresponding slot for each individual team member — and vice versa, booking with an individual teacher blocks the corresponding team slot.

Add Teachers to an Existing Team

If a teacher is already listed in Class Editor and you'd like to add them to a team:

1. Select the teacher on the left-hand side.
2. Select **Add Contact/Team → Assign Team**. The **Select Person** dialog will open, with the first teacher you selected already on the team.
3. Search for and select the teacher to add, then click **Add to Team**.
4. Repeat for any additional teachers.
5. Once all team members appear in the top-left list, click **OK**.

Directions for Parents

Follow the link provided by your school to access the Scheduler, then follow the steps below.

Step 1: Sign In

- **Enter your email** and click **Next**.
- **Returning users:** If your email is recognized, enter your password.
- **New users:** If your email isn't registered, follow the prompts to **Sign Up**.

Step 2: Locate Your Student(s)

1. Enter the required information to find your student(s), then click **Proceed**.
2. Confirm your student(s) appear in the list, check the box next to their name(s), and click **Next Step**.

Step 3: Select Teachers

By default, all of your child's teachers are selected.

- **To exclude a teacher:** Uncheck the box next to their name.
- **When ready:** Click **Filter Slots**.

Step 4: Book Appointments

The scheduling grid displays available times as squares with a **plus sign (+)**.

1. Click your preferred time square.
2. Click **Create Appointment**.
3. A confirmation message will briefly appear at the top of the screen.
4. Repeat for each teacher you'd like to visit.

Managing Your Schedule

View or Print Your Schedule

Click **Printable Schedule** in the left-hand sidebar to see your full itinerary.

Changes & Cancellations

On a computer:

1. Click **My Appointments** in the left-hand sidebar.
2. Locate the appointment you'd like to change.
3. Hover over the appointment to reveal **Details**, **Edit**, and **Cancel** options.

On a mobile phone:

1. Tap the **menu icon** (☰) in the top-left corner.
2. Select **My Appointments**.
3. Tap the **three dots (⋮)** next to an appointment to modify or cancel it.

Important Notes

- To meet with a staff member who **doesn't currently teach your child**, please contact the school office directly.
- For questions or technical assistance, please call the school office.

Divorced Parents

Default behavior: PTA scheduling enforces a **one appointment per teacher per class** rule per student. This means two parents can split up conference duty — one can book appointments with half the teachers, and the other can book with the remaining half — while the system still ensures no teacher gets double-booked for the same child and class.

If divorced parents would prefer separate appointments: Sometimes both parents need their **own, separate** appointment with the same teacher for the same class — which the standard one-appointment rule doesn't allow.

The Solution: Clone Student

To allow two separate appointments with the same teacher, you'll create a second record for the student so the system treats them as two distinct children.

1. In the Admin UI, go to Contacts and search for the student.
2. Select the student, then click **Clone Student**.

This creates a duplicate student record, with an asterisk (`*`) appended to the original **Student ID**.

Linking the Cloned Record to the Second Parent

- **If both parents have already logged in:** You'll be prompted to associate the cloned record with one of the existing parents.
- **If the second parent hasn't logged in yet:** Have them log in and enter the **Student ID followed by an asterisk** (e.g., `1234*`) to find and claim the cloned record.

> Since pickAtime now treats the two records as separate children, each parent can book independently with the same teacher without conflict.

Note: Some schools maintain a standing list of families who use Clone Student every year, while others handle it case-by-case as requests come in.

Making Parent Appointments

Booking through the **CUI** (parent-facing scheduler) respects all standard restrictions and limits. To **override** those restrictions — for example, giving a parent extra time with a teacher — you'll need to book the appointment manually through the **Admin UI**.

> For the PTA product, every appointment must have **both** a student and a parent associated with it.

Making Parent Appointments

1. Select the **Appointments** tab.
2. Select the correct date on the calendar (left-hand side).
3. Select the correct teacher, then click the time slot where you'd like to schedule the appointment.
4. Click the **green plus sign**. This opens the **Select Person** dialog.
5. Select the student:
   - If the student is on the teacher's roster, select their name from the list on the right and click **OK**.
   - If the student is **not** on the teacher's roster, uncheck **"Students of [Teacher Name]"**, search for the student by name, select them, and click **OK**.
6. This opens the **Create Appointment** dialog.

Now, link the parent:

- **If the parent is already associated with the student:** Their name will display automatically. Select the correct class (if more than one), then click **OK**.
- **If the parent is not yet associated with the student:** Click the **green +** button to open the **Select Person** dialog. Search for the parent by name in the upper-left search boxes. If found, select their name and click **OK**, then select the correct class and click **OK**.
- **If the parent is not found at all:** On the left-hand side, enter the parent's **First Name**, **Last Name**, and **Email** (if available), then click **Add Contact → OK**. Select the correct class and click **OK**.

Once complete, the appointment box will display both the parent's and student's names.

> **If the appointment has a red border:** Click on it to view the error message shown below the calendar. From here, either click **Cancel Appointment** to

> remove it, or click **Confirm Appointment** to force the booking and clear the red highlighting.

Other Appointment Options

Click on any existing appointment on the **Appointments** page, then open the **Appointments** drop-down to access:

Option	What it does
Confirm Appointment	Confirms a flagged (red) problem appointment
Cancel Appointment	Cancels the appointment, with the option to send a cancellation email
Edit Appointment	Edits appointment-specific details (e.g., custom fields collected from parents)
Change Time	Moves the appointment to a new time
Send Reminder	Sends a reminder email to the parent
Customer Info	Opens the Contact Information dialog for the parent

Modifying Enrollment Data

Modifying Enrollment Data

1. From the Admin UI, select the **Class Editor** tab.
2. Select a teacher, then select the class. The class roster will display on the right-hand side.

To remove a student: Select the student and click the **red X** to the left of their name.

> This only removes the student from this **class** — it does not remove them from your account.

To enroll an existing student:

1. Start typing the student's name in the white box at the top of the roster.
2. If the student is already in your account, the system will suggest a match.
3. Press **Enter** to confirm and add them to the roster.

To enroll a new student (not yet in your account):

1. Go to the **Class Editor** page and select the teacher, then the class.
2. Click the **Enroll Student** icon (above the roster, far right).
3. In the **Select Person** dialog, click **Add Student**, then fill in the student's details — **First Name**, **Last Name**, **Security Value**, and **Student ID** — in the fields marked `<not entered>`
4. Press **Add**
5. Click **OK**. The student will now appear in the roster.

Modifying Teacher or Room Data

Teachers

Once teacher and class data are imported, teacher names appear in **Contacts** and in the resource listing on the **Appointments** page.

Correct the Spelling of a Teacher's Name

1. Go to the **Appointments** page.
2. Select the teacher, then select the **Teachers** drop-down → **Assign Contact**. A **Select Person** dialog will open.
3. Click **Show Full Dialog**.
4. Search for the teacher on the left. When their information appears on the right, correct the name, then click **Ok**.

Add a New Teacher

1. Select the **Class Editor** tab.
2. Click **Add Teacher/Team → Add Teacher**. An **Add Teacher** dialog box will open.
3. Choose one of the following:
    - **New teacher:** Select the green Add Teacher button, fill in the fields marked `<not entered>`, then click **Add** and then Ok.
    - **Existing contact:** Search for the teacher, select them, then click **OK**.

The teacher will be added to the roster.

> Be sure to add classes to the teacher, either manually in the Class Editor page or through a data file import.

Replace a Teacher (e.g., Long-Term Substitute)

If one teacher is being fully replaced by another — so all their classes transfer to the new teacher — you can reassign them directly:

1. Go to the **Class Editor** tab.

2. Select the teacher to replace, then select **Assign Contact/Team → Assign Contact**. A dialog will open.
3. Search for and select the new teacher, then click **Select**.

All classes previously assigned to the original teacher will now belong to the new teacher.

Rooms

Displaying Room Numbers

To show the room column on the parent-facing scheduler: Go to **Settings / Scheduler Display**, and check **Display Class Name**.

Editing a Room Number

For a single teacher:

1. Select the **Appointments** tab.
2. The room number is listed next to the teacher's name and can be edited directly.

For all teachers at once (bulk update via import):

1. Import an updated **Teacher file** with the new room numbers.
2. Import the **Class file**.

This updates room numbers for all individual teachers in the event.

Importing a Class file overwrites manual edits. If you've made manual changes to a class, update your Class file to match before importing — otherwise those changes will be lost.

> **Note:** This method does not update room numbers for **Teams of Teachers** — those must be edited manually.

Moving a Class

1. From the Admin UI, select the **Class Editor** tab.
2. Select the teacher from the list on the left.
3. Select the class to be moved.
4. Click **Move Class**.
5. Select the teacher the class should be moved to.

Parent Student Relationships

Parent-Student Relationships

The **Parents-Students Map** tab (right side of the Contacts page) lets you view, create, and modify which students are linked to each parent.

Viewing Relationships

1. Go to **Contacts** and search for a contact on the left.
2. Select the contact, then select the **Parents-Students Map** tab.

What you'll see depends on the contact type:

- **Student selected** (has a Student ID) → shows **Parent List**
- **Parent selected** (has a Parent ID) → shows **Student List**

To remove a relationship: Click the **red X** to the left of a name in either list.

Adding a New Student

1. Go to [Contacts] and search for the student by name.
2. If not found, click **Add / Student...**.
3. Fill in **First Name**, **Last Name**, **Student ID**, and **Security Value**, then click **Add**.

Connecting a Student to a Parent

If the parent already exists in Contacts:

1. Search for and select the student, then select the **Parents-Students Map** tab.
2. Click the green **Add** button under **Parent List**.
3. In the **Select Person** dialog, find and select the parent, then click **Add**.

If the parent doesn't exist yet:

1. Go to **Contacts** and click **Add → Parent**.
2. Fill in the parent's **First Name**, **Last Name**, and **Email**, then click **Add**.
3. Search for and select the newly created parent, then select the **Parents-Students Map** tab.
4. Click the green **Add** button under **Student List**.
5. In the **Select Person** dialog, find and select the student, then click **Add**.

Adding to an Existing Relationship

To add a parent to a student's record:

1. Select the student in **Contacts**, then go to the **Parents-Students Map** tab.
2. Click **Add** under **Parent List**, select the parent, and click **Add**.

To add a student to a parent's record:

1. Select the parent in **Contacts**, then go to the **Parents-Students Map** tab.
2. Click **Add** under **Student List**, select the student, and click **Add**.

Problem Appointments

The Appointments List page shows a master list of all appointments, including any that need attention.

Red Appointments — Rule Violations

What they are: Previously booked appointments that violate a rule configured under **Settings → UI Setup**.

How they're created:

- An admin manually books an appointment that breaks a configured rule (e.g., booking limits, one-appointment-per-teacher rules).

To resolve:

1. Click the red appointment to see the reason for the conflict, shown below the calendar.
2. Open the **Appointments** drop-down and select **Confirm Appointment** to force the booking and clear the flag.

> ⚠ **Important:** Red appointments are invisible to parents — they do not appear as booked on the parent's schedule, and reminder emails will **not** be sent until the appointment is confirmed. Always check the Appointments List for unresolved red appointments.

Orange Appointments — In Progress

What they are: Appointments currently being booked by a parent, mid-process.

Behavior:

- Cannot be manually deleted or selected for email notifications.
- Automatically managed by the system — if the parent is inactive for too long without completing the booking, the appointment is automatically canceled.
- The orange status disappears once the parent clicks **Create Appointment** to finish booking.

> This status is useful for admins booking appointments manually: it prevents you from accidentally selecting a time slot a parent is currently in the process of booking.

Deleted Slots with Existing Appointments

When you delete a slot that has appointments booked on it, those appointments are **not deleted** — they're **flagged** instead, and will appear in the **Appointments List** for review.

Reports

When you log into pickAtime, you'll land on the **Event Reports** page by default. Reports fall into two categories: **Event-Specific** and **Account-Specific**.

Event-Specific Reports

Select your event from the **Event** pull-down. If your event's dates have already passed, enter a **From/To** date range to pull historical data — otherwise, this is optional.

Report	What it shows
Teachers' Schedule	Appointment schedule per teacher. Supports filtering by teacher, plus "Show All Slots" to see every slot (booked or not). Can be emailed to all teachers or one individual.
Teachers' Appts	Number of appointments scheduled per teacher
Teachers' Slots	Number of available vs. total slots per teacher
Teacher By Rooms	Sorted list of appointments by room — includes room, teacher, time, student, and parent. Supports "print one per page" for a page break per room.
Parents' Schedule	Sorted appointment list per parent. Filterable by individual parent; can be emailed to all or one parent. *Can be sent directly to parents.*
Students' Schedule	Sorted appointment list per student. Filterable by individual student. *Can be sent directly to students.*
Number of Parents and Students	Count of parents/students with appointments, sorted by date for multi-day events
Appointment Histogram	Number of appointments by date and time
Appointment Count by Parent	List of parents and how many appointments each has made
Appointment Count by Student	List of students with booked appointments
Students Without Any Scheduled Appointments	Students whose parents haven't booked any appointments. *Can be sent to parents.*
Students Without Any Scheduled Appointments by Class	Per-class gaps — e.g., a student enrolled in 7 classes with only 5 booked will show the 2 missing. *Can be sent to parents.*
All Teacher/Team Appointments	Like Teachers' Schedule, but for teachers on a team, shows a combined master schedule of both individual and team appointments

Report	What it shows
Class Rosters	Class roster per teacher/class
Appointments by Date/Time	All appointments listed chronologically
Display Only Empty (Not Blocked) Slots	List of open, unblocked slots per teacher

Additional Report Fields: Most reports support adding extra columns via links like "*Student's Contact Fields,*" "*Parent's Contact Fields,*" and "*Appointment Fields*" — useful for pulling in details like email addresses or Student IDs.

Managing Reports

Every report supports the following options:

Action	Description
Format	Print, export to XML, or export to tab-delimited (Excel-compatible)
Email Report	Send the report to yourself or others
Save Report Settings	Saves customizations (e.g., added fields) so they persist next time you run the report
Schedule Report Delivery	Set a date range, time of day, and frequency for automated email delivery

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Account-Specific Reports

Toggle to **Account Reports** mode to view data across your **entire vendor account** (all events).

Report	What it shows
Settings	Your account's auto-generated scheduler URL
Account – Invoices and Payments	Account balance, invoice history, and payment history. Click an invoice # to view it and pay by credit card.
Problem Appointments	Appointments placed "on hold" — e.g., when a slot with an existing appointment is deleted, the appointment isn't deleted but flagged here for review
Appointments from All Events	All appointments across every event on your account
Contacts Without Appointments	Contacts who've logged in but never booked an appointment

Report	What it shows
List of Administrators	Admin emails and access levels. For teachers (auto-assigned Appointment Viewer access), this also shows which resources/teachers they can access. Click **Additional Fields → Last Logged In** to see last login dates.
% Full	Percentage of booked vs. available slots, across multiple events
Cancelled Appointments	All cancelled appointments, with cancellation date/time and who cancelled
Appointment Counts for All Events	Total appointment counts across every event
Resource Mapping	Shows all resources and their associated contacts/teachers — useful for verifying Team assignments
Parents Without Students	Parents not linked to any student
Students Without Parents	Students not linked to any parent
Parent-Student Relationship	Table of all parent-student associations
Scheduled Report Delivery	Overview of your automated report deliveries — recipients, frequency, last sent date. Delete entries here to cancel a scheduled delivery.
Appointments Summary by Contacts	Appointments booked by specific contact(s), across all events on the account

Sending Custom Emails

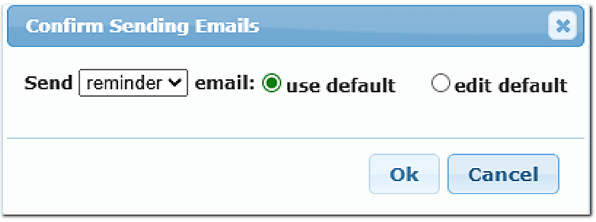
The **Appointments List** page — **not** the main Appointments page — lets you search for and manage appointments by:

- A single date
- A date range
- An event

This returns a list of parents with appointments matching your search, along with options to **email**, **delete**, **confirm**, or **recreate** slots and appointments.

Sending Emails from the Appointments List

1. Click **Send Email** at the top of the page.
2. Choose **Send to All** or **Send to Selected**.
3. In the dialog that appears, choose an email type:
    - **Reminder email**
    - **Custom email**



You can send using the existing template as-is, or customize it for this send.

> Email templates are managed under **Settings/ Notification Setup**.

Teacher Access

Teachers can view their own schedule by logging in at **pickatime.com** or via the school's scheduling link — the same way a parent would.

Once logged in, teachers are taken directly to the **Reports** page, where they can view their booked appointments.

For teachers who are also parents at the school:

These users will land on the standard parent scheduling page first. From there, they'll see an **Admin UI** link, which takes them to the **Reports** section to view their own teaching schedule.

Viewing Appointments in the Admin

You can adjust several display settings to make the Appointments page easier to read.

Adjust row height (make time slots taller): On the **Appointments** tab, hover over one of the horizontal lines just above a time marker, then click and drag vertically.

Adjust column width: Hover over the space between two resource columns, then click and drag.

Adjust time markers and gridlines: Go to **Settings / Vendor UI Setup** and modify **"Time Mark Display on the Appointments Page."**

Adjust the visible time range (scroll bar limits): On the same **Vendor UI Setup** page, under **"Hours Visible on the Appointments Page,"** set the minimum and maximum hours shown.

> This range applies account-wide per event — it is **not** day-specific. If one day has slots from 8–5 and another has slots from 9–6, set the range to **8–6** so the scroll bar covers all possible slot times across every day.

PTA Videos

Getting Started with your PTA event

- Creating a company account
- How to add an event in a Parent Teacher Conference Event
- Duplicating vs Creating a new Parent-Teacher Event
- How it All Works

The Backend

- A Tour of the Admin UI
- CUI Messaging

Working with slots in your PTA event

- Creating Slots in your Parent-Teacher Conference
- Adding in Travel Breaks
- Handling Lunch and Dinner Breaks
- Copying vs Moving Slots

Working with classes and teachers at your PTA event

- Understanding the Class Editor
- Creating a Teacher Team
- Understanding the difference between administrative levels
- Understanding the difference between Appointment viewer vs maker
- How Teachers block their own schedule
- How to order teachers alphabetically
- Displaying Class Names in a Parent-Teacher Conference

Working with parents and students at your PTA event

- The Login As Feature
- Cloning Students

- Manually scheduling an appointment in a Parent-Teacher Conference
- Using the Select Student in a Parent-Teacher Conference Event
- How to remove Appointment Times

Additional features

- Customizing emails
- Understanding Appointment Fields
- Understanding reports