

Allow Teachers to Pre-Book Appointments

The default Administrative access for teachers is **Appointment Viewer** access only. You can, however, provide all your teachers with **Appointment Maker** access. This would then allow your teachers to book appointments on behalf of parents prior to opening up the scheduler to parents.

To upgrade the teacher access, you would go to the [Global Setup / Contacts Setup](#) page. Select Show Advanced options and click on the Modify Access Level button. Upgrade your teachers from **Appointment Viewer** to **Appointment Maker**.

Each teacher will then have access to their own schedule.

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