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.

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