

STEP ONE: Setup Account and Event

Create Your School's Account

If you haven't already created your school's account, click [here](#) to create an account for your school.

Create Your Event

When you first log in to pickAtime, you'll land in the Admin tool on the **Event Reports** page.

Steps to Create a New Event

1. Select **Events/Preview** from the sidebar.
2. Click the green **Add** button.
3. Enter a name for your event — e.g., .
4. Select the event type: **PTA**.
5. *(If you've used pickAtime before)* Select a **Template** from the pull-down, based on a previous event. This carries over your starting settings from **UI Setup**, **Notification Setup**, and **CUI Messages**.
6. Select your event's **time zone**.
7. *(Optional)* Add a **Date** and **Location**.

Once saved, your event will appear as a new row in the Events list.

About the Date and Location Fields

These fields are optional and primarily used to **distinguish between multiple events** when more than one is listed.

- The **Date** field is just a label — if your conference spans multiple dates, you can list them all here, or leave it blank.
 - You do **not** need to create a separate event for each date — a single event can include any number of dates.
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Adding Event Details

Use the **Event Details** box to add event-specific information you'd like to display on the scheduler or include in emails.

Anything entered here becomes available as a macro: `$(E_DESCRIPTION)`

You can insert this macro into your **CUI Messages** or **Notification Setup** templates to automatically pull in this text.

Removing a Previous Event

If you've used pickAtime before and are importing new data, you can delete your previous event(s) once the new one is created.

1. Create your new event first (see steps above).
2. Click **Delete** on the old event.

“ Creating the new event **before** deleting the old one lets you use the previous event as a template. Be sure to confirm your new event is set to type **PTA**.

Duplicate PTA Option

Duplicate PTA creates a full copy of a previous event, including identical data — typically used when running a **second set of conferences** with no changes to enrollment (e.g., the same students/classes as before).

This option is enabled **on request only**. To use it, email support@pickatime.com.

Revision #9

Created 2026-04-06 22:30:49 UTC by Tara Cicora

Updated 2026-07-23 16:00:28 UTC by Tara Cicora