

# STEP ONE: Setup Event

## Create Your Event

When you first log in to your account from the pickAtime home page, you will be in the Admin tool and on the **Event Reporting** page.

1. Select the **Events/Preview** button on the pickAdminUI sidebar (left side).
2. Click on the green **Add** button.
3. Enter a name for your event, for example, "Fall 2026 Conferences."
4. Select the type of **PTA**
5. If you have previously used pickAtime, you will then have a pull down where you can select a template from one of your previous events. The template will determine the starting settings (from the UI Setup, Notification Setup, and CUI Messages pages) for your event.
6. Select the event time zone.
7. Optionally, you can add the Date and Location for your event.

You will then see a row listed for your event. The date and location column can be left blank. They are used to differentiate different events when more than one event is available. The date field is simply a label. If your conference has multiple dates, you can list all dates in this column, or you can leave it blank.

For any event, you can also use the Event Details box on the screen to fill in any event-specific information that you may want to use in the display of your scheduler or in your emails for this event. Any text that you add in the Event Details box will be available as a macro field that you can use in your CUI Messages or in your Notification Setup. The macro for the Event Details is `$(E_DESCRIPTION)`.

If you've used the system before and you will be importing new data, you can now delete the previous event(s). To delete an event, click on the Delete button. Doing so after you have created the new event will allow you to use your previous conference event as a template for your new conference event. Please also confirm that your new event is of type PTA.

If you have multiple dates for your Parent-Teacher Conferences, you do not need to create multiple events. Any event can have any number of dates on it.

## Duplicate PTA Option

The Duplicate PTA feature will allow you to create a COPY of a previous event. This is generally only used when you want a new event with the exact same data as a previous event - for example, if you are doing a second set of conferences in the year with no changes to the enrollment data. The

Duplicate PTA option is enabled on a request-only basis. If you would like to use this option, email [support@pickatime.com](mailto:support@pickatime.com).

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