

STEP ONE: Setup 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., `Summer Camp Registration` or `Swimming Lessons`.
4. Select the event type: **Roster**.
5. Select the **Roster Event** template, or use a previous Roster-type event as your template if you've used one before.
6. Select the appropriate **time zone** for your event location.
7. *(Optional)* Add **Date** and **Location** — labels that help parents differentiate between multiple events on the landing page.

About the Date and Location Fields

Field	Details
Date	A text label , not a system-driven calendar. If your event spans multiple days, list them all here (e.g., "Oct 12-14"), or leave it blank.
Location	Useful for distinguishing events across multiple campuses or facilities.

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.