STEP THREE: Turn it on and try it out

Once your event is configured, use this step to finalize your timeline and test the registration flow from a parent's perspective.

---

1. Activate the Online Scheduler

To make the scheduler live for participants, define the active booking window:

1. From Events / Preview, select your event and click **Go To Event**.
2. Select **Settings / Online Scheduler Settings/Booking Window** .
3. Set **"Open scheduler to customers on"** and **"Close scheduler to customers on."**

> **Note:** Any dates you want available for booking or registration must fall within this specified start/end range.

---

2. Test the Customer Experience

It's highly recommended to test the system before going live, to confirm the registration flow and messages appear exactly as intended.

Option 1: Direct sidebar access Click **Online Scheduler** on the Admin UI sidebar — this opens the scheduler in a new tab.

Option 2: Use your Account URL

1. Go to Global Setup / Business and locate your **Account URL**.
2. Click the link, or copy it into another browser window to experience the site as a customer would.

> **Customize this URL:** Check **"Set Custom URL"** and enter your preferred name (e.g., `pickatime.com/YourSchoolName`). The new URL will be live in approximately **5 minutes**.

Created 2026-04-09 13:55:28 UTC by Yura Nechyporenko
Updated 2026-11-24 22:46:57 UTC by Tara Cicora