

STEP THREE: Turn it on and try it out

Once your event is configured, use this step to finalize your timeline and perform a test run from the parents' perspective.

Activating the Online Scheduler

To make the scheduler live for your participants, you must define the active booking window.

- **Navigate:** From the [Events / Preview](#) page, select your event and click the **Go To Event** button.
- **Access Settings:** Select the **Settings** tab, then the **UI Setup** sub-tab.
- **Set the Window:** Modify the **Open scheduler to customers on** and **Close scheduler to customers on** dates.
 - *Note:* Any dates you want available for appointments or registration must fall within this specified start and end range.

Testing the Customer Experience

It is highly recommended to test the system to ensure the registration flow and messages appear exactly as intended. You can access the parent-facing site (CUI) in two ways:

Option 1: Direct Sidebar Access

Click the **Online Scheduler** button on the Admin UI sidebar. This will open the scheduler in a new tab.

Option 2: Using the Account URL

Navigate to the [Global Setup / Business](#) page to locate your **Account URL**.

- **Testing:** Click the link or copy and paste it into a different browser window to experience the site as a customer.
- **Customization:** You can personalize this link by checking the **Set custom URL** box and entering your preferred name (e.g.,).

If you set a custom URL, the **Account URL** will update to reflect your choice. Please allow approximately **5 minutes** for the new link to become active.

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