

# Events

- [I have two events and some of the teachers are the same on both events.](#)
- [Is there a way to allow my parents to see a certain event on our account?](#)

# I have two events and some of the teachers are the same on both events.

## How the "Cross-Event Sync" Works

When a teacher is assigned to multiple events, the system treats their time as a single shared resource:

- **Automatic Blocking:** If a parent books a 10:00 AM slot for Teacher Smith in "Event A," the 10:00 AM slot for Teacher Smith in "Event B" is instantly blocked out.
  - **Manual Blocking:** If you use the **Block** feature (the "B" button or manual block) to close a time slot in one event, it will also show as blocked in all other events for that teacher.
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## How to Close Time on Only One Event

If you need a teacher to be available for "Event A" at a certain time, but *unavailable* for "Event B" at that same time, you cannot use the "Block" feature. Instead, you must **Delete** the specific slot:

1. Navigate to the **Appointments** tab for the event where the teacher should be unavailable.
2. Locate the specific time slot.
3. Instead of blocking it, **Delete** the slot entirely.
4. **The Result:** The slot is gone from "Event B," but because it wasn't "blocked," the corresponding slot in "Event A" remains open and bookable for parents.

# Is there a way to allow my parents to see a certain event on our account?

Yes, the **Category Sort** option is the most effective way to filter what your parents see. This is especially useful if you have multiple events running but only want to share a specific group (or even a single event) with a specific set of parents.

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## Using Categories to Filter the Parent View

By assigning events to a category, you can generate a specific link that only shows the events within that group.

### 1. Create and Assign a Category

- Navigate to the **Events / Preview** page.
- Select your event and click **Go To Event**.
- On the **Settings / UI Setup** tab, look for the **Category** field.
- Type in a category name (e.g., "Elementary" or "Fall2026") and save.
- Repeat this for any other events you want grouped together.

### 2. Use the Category Scheduling Link

Once your events are categorized, you can find the unique link under **Settings / UI Setup**:

- **The "Category Link"**: Provide this URL to your parents. When they click it, they will *only* see the events assigned to that specific category. Any other active events on your account will be hidden from this view.
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## Additional Display Controls

If you want to further restrict how events appear on your main landing page, you can adjust the **Category Sort Option** in your Global Settings:

- **Navigate to: Global Setup / Business > Account Level Display Options.**
- **Category Sort Option:**
  - **No Categories:** All open events are shown in a single list.

- **Display Category Names:** Events are grouped under bold category headers.
- **Display Events for Selected Category:** If a parent uses a category link, it forces the scheduler to *only* show those events, effectively hiding the rest of your account's active schedules.

## Why use this?

This prevents "choice overload." For example, if you are running "High School Conferences" and "Middle School Conferences" simultaneously, using categories ensures that parents clicking the High School link aren't confused by the Middle School schedule.