

# Events

## Starting a new event with all old data removed

1. Go to the **Events** page and click **Add** to create a new, empty event.
2. Go to **Global Setup / Contacts**, click **Show Advanced Options**, then click **Remove All Customers**.
3. Select the access level to delete, starting with **Event Administrators**.

Parents and teachers will then need to log in as new contacts and create new passwords.

“ **⚠ Important:** Only remove contacts **before** importing your new data — not after. Doing this after importing can delete data you still need.

## I have two events sharing some of the same teachers — how does blocking/booking work across them?

If a teacher is shared across two events, the system prevents double-booking automatically:

- **Booking** a slot on one event blocks the corresponding slot on the other event.
- **Blocking** a slot on one event also blocks the corresponding slot on the other event.

“ If you need to block time for a teacher on **one event only** (not the other), use **Delete Time Slots** instead of the block feature — deleting does not carry across events, while blocking does.

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