

How can I login as parent? How can I impersonate parent?

Logging in as a parent allows you to manage their schedule or view the site exactly as they see it. You can do this directly from your admin dashboard without needing their password.

Steps to Login As a Parent

1. **Locate the Parent:**
 - In the **Admin UI** tool, go to the **Contacts** page in the sidebar.
 - Use the search boxes to find the parent by name or email.
 2. **Access the Profile:**
 - Select the parent's record in the search results.
 - On the right section (the **Contact Info** tab), you will see the parent's email address and other contact details.
 - Select the **Login As** button under the search console.
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If the Parent is Not in Your System

If you cannot find the parent, you can create a record for them on the fly:

- On the Contacts page, click **Add > Parent...**
 - Enter the parent's email and other details.
 - You can then proceed to book appointments on their behalf immediately.
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What Happens When You are Logged In?

Once you are logged in as the parent, you will see the scheduling interface exactly as they do. You can:

- **Make, Change, or Cancel** appointments.
- **Update Account Info:** Modify their phone number or other registration details.

Emails: The parent will still receive automatic confirmation / reminder emails for any actions you take while logged in as them.

When you are finished, be sure to click **Logout** or close the parent view tab to return to your administrative dashboard. If you simply close the window, you may still be "impersonating" that parent the next time you open the scheduling page.

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