

# How can I see the appointments my parents have made?

To view a specific parent's schedule and manage their bookings, follow these steps:

1. Navigate to the **Contacts** tab.
2. Search for the parent by name or email address.
3. Click on the parent's record to select it.
4. Select the **Appointments** tab within that contact's profile.

From this view, you can see a full list of their scheduled times. You also have the option to click **Print** to generate a hard copy or **Email** to send a fresh copy of the schedule directly to the parent.

---

## Alternative: Viewing All Appointments at Once

If you want to see everyone's appointments for the entire event rather than looking up a single parent:

- Go to the **Appointments** tab in the main sidebar.
- Select **Appointments List** from the top sub-menu.
- This provides a master list of every booking, which you can filter by teacher, date, or student name.

## Reports

For a professional, downloadable version of all appointments, go to the **Reports / Event Reports** section and run the **Parents' Schedule** report. These are perfect for exporting to Excel if you need to share the data with your staff.

---

Revision #2

Created 2026-04-21 18:22:02 UTC by Yura Nechyporenko

Updated 2026-04-21 18:26:31 UTC by Yura Nechyporenko