

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.
-

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.
-

Revision #1

Created 2026-04-20 15:34:05 UTC by Yura Nechyporenko

Updated 2026-04-20 15:45:19 UTC by Yura Nechyporenko