Snow Day

We have conferences that we need to cancel on account of a snow day. We would like to move all conferences to a new day.

In the **Admin UI**, open the event, on the **Appointments** tab select the date of conferences on the calendar. Click on the **Slots / Move Slots** option. On the pop-up, make sure that all the teachers are selected. Here you will be able to move all slots and appointments to a new date in the future. You will be prompted to select a destination date. You will have the option to send an email to all parents with appointments.

We have conferences on two days, and we only need to cancel one day of conferences. We'd like to let parents continue to book on the day that is not cancelled.

In the **Admin UI**, open the event, on the **Appointments** tab select the date of conferences on the calendar. Click on the **Slots / Delete Time Slots** option. In the dialog box that comes up you will be able to specify times and dates for the slots you would like to delete. The system will also let you know how many appointments exist on your soon to be deleted slots. You will have the option to cancel all these appointments and you can choose to send a cancellation email or not.

> To let your parents, who had an appointment on your first day of conferences to book on your second day of conferences, you will either need to: **1.** delete all appointments on the first day of conferences or **2.** change the **Open scheduler to customers on (Settings / Online Scheduler Settings page)** to be a date AFTER your first day of conferences. If you do not do one of these options, any parent who booked on Day 1 will not be able to book on Day 2. Changing the Open scheduler to customers on "resets" our one appointment per student per teacher/class combination.

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