

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.

Revision #2

Created 2026-04-22 14:13:08 UTC by Yura Nechyporenko

Updated 2026-04-22 14:18:31 UTC by Yura Nechyporenko