

Allow Teachers to Pre-Book Appointments

Why upgrade teacher access?

By default, teachers have **Appointment Viewer** access only — they can view their schedule but not make changes.

Upgrading teachers to **Appointment Maker** access allows them to **book appointments on behalf of parents**, before the scheduler opens to parents.

How to upgrade teacher access

1. Go to **Global Setup / Contacts**.
2. Click **Show Advanced Options**.
3. Click **Modify Access Level**.
4. Change the access level from **Appointment Viewer** to **Appointment Maker** for your teachers.

Each teacher will now have access to manage their own schedule.

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