

Scheduling Parent Appointments in the Admin UI

Administrators can manually book appointments for parents through the **Appointments** tab. Follow these steps to ensure the booking is correctly attributed.

1. Navigate to the Schedule

- **Access the Tab:** Click the **Appointments** tab at the top of the Admin UI.
- **Set the Date:** Use the calendar on the left-hand side to select the specific day of the event.
- **Select the Teacher:** Choose the teacher's name from the list on the right to load their specific schedule.

2. Select a Time Slot

- Locate the desired time on the teacher's schedule.
- Click the **Green Plus Sign (+)** in the time slot. The **Select Person** pop-up will show up.

3. Identify or Create the Parent Contact

You must link the appointment to a parent contact. You can either find an existing user or create a one-time entry:

Option A: Search for an Existing Parent

1. Type the parent's name (or the first few letters) into the search bar.
2. Select the correct name from the results list on the left.
3. Review the contact details on the right to ensure accuracy, then click **OK**.

Option B: Create a New Contact

1. If the parent is not found, enter their **First Name**, **Last Name**, and **Email Address** in the fields on the left.
2. Click the **Add > Parent...** button to add them to your database.
3. Click **OK** to proceed.

4. Finalize the Appointment

The **Create Appointment** window will appear once a parent is selected.

- **Enter Student Name:** Type the student's name in the designated field. This is crucial for the teacher to know which student the meeting concerns.

- **Save:** Click **OK** to finalize the booking. The slot will now appear as occupied on the schedule.
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