

Checklist

Checklist: Setting Up a Simple PTA Event

To set up your Parent-Teacher Conference event using the **Simple PTA** scheduler, follow these steps:

1. [Create Your Account](#) and [Setup Your Event](#): Create your conference event and give it a clear, descriptive name (e.g., "Fall 2026 Conferences").
2. [Add or Import Your Teachers](#): Add your teachers manually, or import them using a Teacher file.
3. [Create Slots for the Event](#). After verifying your data, create your time slots — including dates, times, and appointment durations.
4. [Configure Settings](#)
 - **Appointment Settings** — Adjust various settings specific to your event.
 - **Configure Notifications** (*optional*) — Customize the default email confirmations and reminder notices, if needed.
5. [Try It Out](#) Test your scheduler before opening it to parents.

Revision #5

Created 2026-04-07 16:12:20 UTC by Yura Nechyporenko

Updated 2026-07-23 16:01:42 UTC by Tara Cicora