STEP FIVE: Try it Out

1. Open the Scheduler

1. From the Admin UI, go to **Events** / **Preview**, select your event, and click **Go To Event**.
2. Select **Settings** / **Online Scheduler Settings** / **Event Settings** / **Booking Window**
3. Set **"Open scheduler to customers on"** and **"Close scheduler to customers on"** to define the window during which parents can book appointments.

> To access the scheduler yourself while it's closed to parents, check **"Allow Admins access to the CUI at all times."**

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2. View the Scheduler

1. Go to **Global Setup** / **Business** / **Account Level Settings** / **Account URL**, and find your **Account URL** at the bottom of the page.
2. Click the URL, or copy it into another browser window to test the scheduler as a parent would experience it.

> You can customize this URL by checking **"Set Custom URL"** and entering your preferred name. The updated URL will be live in approximately **5–10 minutes**.

Additional Checks

Is the URL I gave my parents correct?

Go to **Global Setup** / **Business** / **Account Level Settings** / **Account URL** and check the **Appointment URL for Customers** section. Your unique scheduling link is listed here, along with the option to customize it.

Are my slot durations correct?

Slot duration **cannot be edited** after creation. If it's wrong, you'll need to:

1. Delete the incorrect slots.
2. Create new slots with the correct duration.

> **Example:** If parents have already booked 15-minute slots and you realize you need 10-minute slots instead, you'll need to delete the 15-minute slots (which will also cancel existing appointments) before creating the correct 10-minute slots.

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