

STEP FIVE: Try it Out

1. From the Admin UI on the [Events / Preview](#) page, select your event. Click on the Go To Event button to open the Event Management page.
2. Select the **Settings** tab and then the **UI Setup** tab.
3. To turn on the online scheduler so parents can use the website and schedule appointments, modify the **Open scheduler to customers on** and the **Close scheduler to customers on**. Any days that you want to make available for parents to schedule appointments should be within the start and end dates specified.

To allow yourself (and other Administrators) access to the scheduler when it is closed to your parents, check the box "allow Admins access to the CUI at all times".

View for yourself the appointment booking web page. The appointment URL is listed in the Account URL section at the bottom of the [Global Setup / Business](#) page. To test out the system, you can click on the URL or copy and paste this URL into another browser window and try out the site as if you were a customer. You can customize this URL by checking the box **Set custom URL** and entering in your preferred URL name in the white box.

The **Appointment URL** will change to reflect your selection, and the new URL will be available in approximately 5-10 minutes.

Additional Checks

Is the URL that I've provided to my parents correct?

You can confirm your link by going to the **Global Setup / Business** page of the Admin UI. Under the **Appointment URL for customers** section, you will see the unique scheduling link for your school. Here you also have the option to customize your link.

Are my slot durations correct?

The duration of your time slots can not be changed. If your slot duration is incorrect, you need to delete the incorrect slots and create slots with the correct duration.

For example, if your parents start booking appointments every 15 minutes, and you then discover that you need 10-minute slots, you will need to delete the 15-minute slots and cancel the appointments. Then you will be able to create slots with a duration of 10 minutes.

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