Zoom Options

PickAtime offers the option to use Zoom within events. There are two ways to use Zoom.

Method 1: The Zoom Integration

With the Zoom integration, teachers can offer individual Zoom online meetings. The Zoom links are automatically generated for customers and parents.

> There is no additional charge from pickAtime for this integration. However, to use the Zoom integration effectively with pickAtime, your school or organization will need a **paid Zoom account** (Pro, Business, or Education).

> Please note: When you activate the integration, it will **not** display the Zoom link information placed in the Virtual/Room column.

To use the Zoom Integration with pickAtime, you will use the Admin Managed application.

1. Go to pickatime.com and log in. Ensure that you have all of your teachers imported, and go to the Admin UI tool, Global Setup / Business page, Integration Options section

2. In the Zoom Integration section, click the Connect and Map Contacts button.

3. Permit the app (if you are not logged into Zoom, you may be asked to log in) for meetings (first icon listed).

4. The app is now connected.

5. Once the mapping is complete, a pop-up dialog box will appear giving you the details.

This will activate the integration on an account level. To activate the Zoom integration for an individual event, go to **Events Management / Settings / Online Scheduler Settings / Advanced Settings / Online Meeting Provider** and then select Zoom.

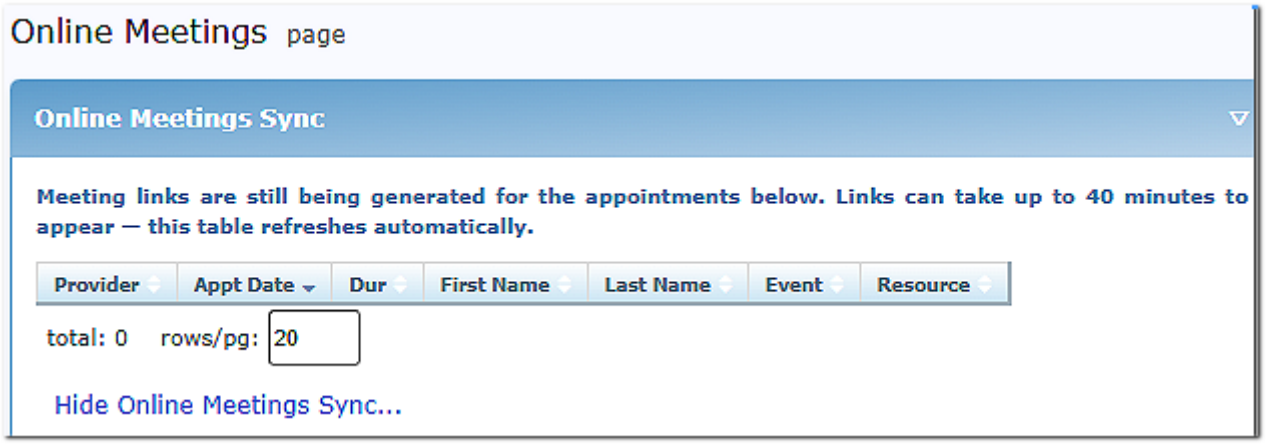
Online Meetings Page Guide

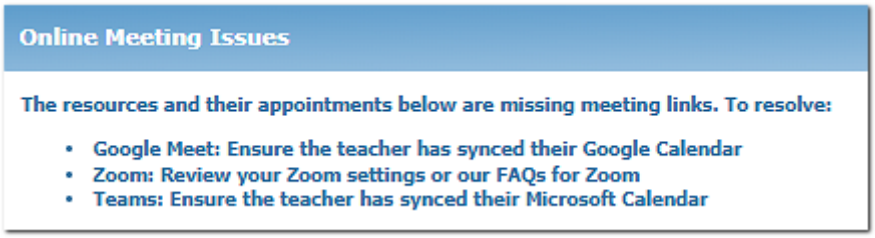
This page helps Admins monitor the status of Zoom Meet link generation and teacher calendar syncs. This page will help you to ensure every virtual appointment is properly linked.

Sections on the Online Meeting Page

1. Online Meeting Sync

- Shows appointments that are still generating Zoom links.
- Note: Link generation may take up to 40 minutes.
- The links will disappear from this section once the link is created and detected.

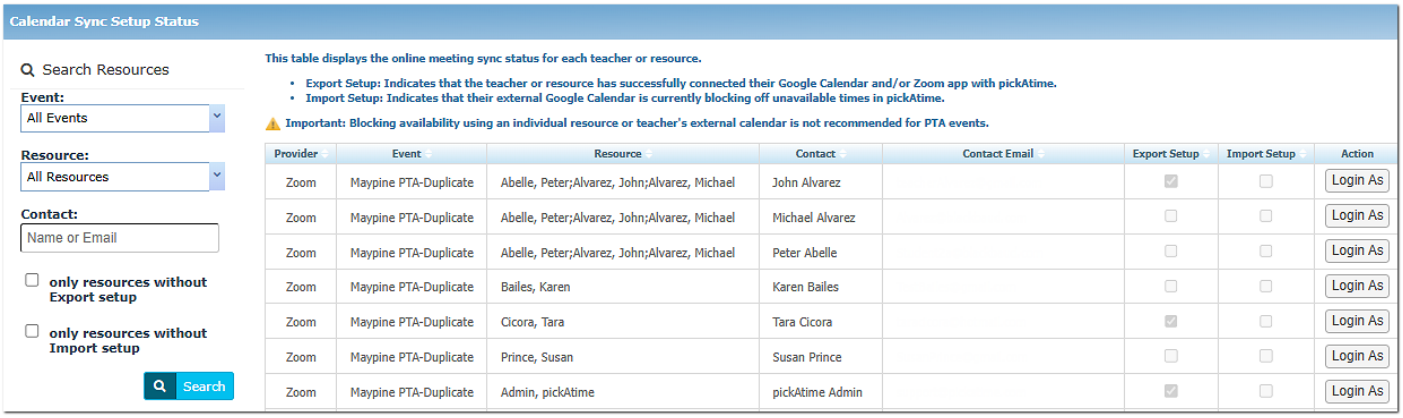




2. Online Meeting Issues

- List teachers/resources that do not have meeting URLs.
- The system will give the relevant meeting information while also offering action steps

3. Calendar Link Setup Status



This section will show you if the teacher has mapped their Zoom account or not.

Export Setup

- Checked = The teacher's pickAtime account has been mapped to their Zoom account.
- Missing check = The teacher's pickAtime account has **not** been mapped to their Zoom account.

Import Setup - Google only

- Checked if the teacher opted to block off times in pickAtime from their Calendar.
- Not recommended for teachers.

Important Admin Tips

- Teachers must have a Resource assigned to their contact records and time slots with the appointment type virtual created to appear on this page.
- Teachers within pickAtime must be mapped to their Zoom account.
- If links don’t generate after 40 minutes, confirm:
  - The teacher has completed sync (Export Setup is checked).
  - The appointment was created as Virtual or Virtual/In-Person.

Still No Link?

It might be due to:

- The time zone was recently changed
- There’s an error in the system

Contact: support@pickatime.com

Method 2: Manual Setup (Permanent Links)

Best for: Teachers who prefer to use one "personal" room link for all their sessions. This option can be used with any virtual provider, including:

- Google
- Zoom
- Teams
- GotoMeeting
- and more!

Step 1: Initial Event Configuration

You must first enable virtual appointment types. This is required for both entry methods below.

1. Enable Appointment Types: Go to **Events Management / Settings / Admin View Settings**. In the Slot Generator section, check Show the "Appointment type".
2. Configure Time Slots: Go to the **Events Management / Appointments** tab. Create or update slots and set the type to Virtual or In-person or Virtual.

Step 2: Adding the Links

Choose one of the following ways to add the teacher's URLs:

- Option A: Manual Entry (Directly in Event). Navigate to the teacher list in the Appointments tab. Double-click the cell in the Virtual Room column to paste the link.
- Option B: Bulk Import (Via Data Files)
  1. Update Teachers: Add URLs to the Virtual Room column in your Teachers file and import it (this updates the contact record).
  2. Sync to Event: Import your Class file. This is essential to push the links from the teacher records into the specific event.

Final Step: Ensure Links are Sent to Parents

To ensure participants receive their meeting links, you must verify your email macros.

1. Go to **Events Management / Settings / Notification Setup**.
2. In the Confirmation and Reminder emails, ensure that " Replace the Email Body with the Printable Schedule of Appointments is checked.
3. Navigate to **Settings / CUI Messages / Printable Schedule.**
   - Ensure the $(Room) macro is present
   - This is a "Smart Macro" - it automatically pulls the correct data (Room or Virtual) based on the booked appointment type, regardless of whether you are using the Integration, the Manual Virtual Room, or a physical room number.

Important

>

DO NOT enable your virtual Integration when using this option. Doing so will override your manual Room links with auto-generated ones.

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