K-12 Online Appointment Scheduling

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Any K- 12 school that takes appointments can benefit from pickAtime's online scheduling service.

Schedule appointments for:

- Campus Tours & Visits
- Admissions Interviews
- Student / Counselor Appointments
- Volunteer Signup
- Summer School Registration
- Teacher Training
- High School Career Fair
- Shadow Days Scheduling
- AP Tutoring

pickAtime's online appointment scheduling program simplifies the entire process of K-12 Event and Appointment Scheduling

Benefits of Online Appointment Scheduling

- Reduces the time involved in scheduling events
- Eliminates the need for pen and paper scheduling
- Reduces back and forth phone call/email messaging
- Provides the ability to monitor registration in real time and make immediate changes to the schedule
- Send email reminders prior to the scheduled appointment
- Provides appointment calendar notification for both parents and faculty

pickAtime

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HOW IT WORKS

1 ADMINISTRATORS

- Create an online account with pickAtime
- Use pickAtime's online manager to set up schedules
- Direct parents to the online scheduling page

2 YOUR PARENTS/PROSPECTIVE PARENTS

- Login at their convenience via desktop or mobile and view available appointments and sign up in minutes

Demo our Higher Education Appointment Scheduler at
www.pickAtime.com or Call 888.250.1945

Full Feature List

Front End

- Optimized for mobile
- Customizable Login Page, with the ability to add custom text, custom logos, and links to consent forms, etc.
- The scheduling site can be used as a stand-alone or as a link from your website
- Available slots can be displayed in table, text or list format
- Provides parents with printable appointment schedules
- Allows parents to receive Outlook or Google calendar invitations they can add to their online calendar
- Allows parents to cancel and reschedule appointments
- Allows parent to edit their contact information and change their password
- 24/7 access to the online scheduler
- Provides ability to collect parents/student and/or appointment specific information upon registration or appointment scheduling

Account Setup

- Printable Online Manager guide
- 24/5 M-F email support
- Ability to control when the scheduler is open and closed to parents
- Ability to control how far in advance parents can book appointments
- Ability to control how much time prior to an appointment an appointment can be cancelled
- Total number of appointments per parent can be limited
- Total number of appointments by appointment type can be limited
- Frequency of appointment scheduling by customer can be limited
- Ability to restrict scheduling access by parent ID or other key field
- Supports multiple time zones
- Supports 24 hour clock
- Supports European date format (i.e. dd/mm/yyyy)

Appointment Management

- Slot length can be variable
- Ability to allow single or multiple appointments per time slot.
- Supports both one time and periodic appointment scheduling
- Appointment schedule can be displayed before or after login
- Ability to search appointments by parent or by date

Customer Management

- Provides online searchable student database
- User defined parent information can be collected
- Maintains parent appointment history, including appointments scheduled and cancelled
- Maintains parent log including record of all emails sent

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Appointment Management (continued)

➢ Outlook calendar appointments can be made for appointment provider
➢ Supports a range of service and appointment types
➢ Ability to limit number of appointments per resource / per day. Display your entire day of availability but only allow a fixed number of appointments to be booked.
➢ Ability to display rolling number of appointment slots per day, to allow you to fill up early morning slots first

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Messaging

➢ Confirmation emails
➢ Cancellation emails
➢ Reminder emails can be set by parent and/or by administrator
➢ Multiple reminders at specified length of times prior to the appointment can be set
➢ Email template for all emails can be customized, including links to supporting documents, consent forms and images
➢ Follow-Up and Custom email options available
➢ Text reminder option

Reporting

➢ Provides access to real-time reports
➢ Excel export option available on reports
➢ Ability to set up scheduled report delivery by email
➢ Reports can be run for a specific date range
➢ Reports can be generated by provider, by location, by event
➢ Slot report available displaying all available time slots – can be used to schedule walk-in appointments
➢ Summary reports on % slots filled per location
➢ Optional email notification when % of slots exceeds an administrator specified number

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Administrative Management

➢ Multiple user access levels available
➢ Limited access can be set for specific email addresses
➢ Report viewing only access is available
➢ Appointment making only access is available
➢ Full administrative access is available

Security

➢ **PickAtime** is hosted on dedicated servers in a locked and secure data center.
➢ Secure Socket Layer (SSL) technology is used to encrypt the data for transmission.
➢ All information collected by pickAtime is made available only to the school that the student is making an appointment with.

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