Higher Education Online Scheduling

pickAtime

Any College or University that takes appointments can benefit from pickAtime's online scheduling service.

Schedule appointments for:

- Campus
- Tours & Visits
- Admissions Interviews
- Financial Aid Appointments
- Placement Testing
- Exam Registration
- Freshman Major Selection
- Fitness Center Orientation
- Counseling Appointments
- Mentoring Appointments
- Office Hour Appointments
- Resume & Cover Letter Reviews
- Room Scheduling

pickAtime's online appointment scheduling program simplifies the entire process of Higher Education Online Scheduling.

Benefits of Event Organizer

- 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
- Sends email reminders prior to the scheduled appointment
- Provides appointment calendar notification for both parents and faculty

HOW IT WORKS

1 ADMINISTRATORS

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

2 YOUR STUDENTS/PROSPECTIVE STUDENTS

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

pickAtime

888.250.1945

info@pickatime.com

www.pickatime.com

United States

17307 NE 13th Place

Bellevue WA, 98008

Canada

1068 Ambermark Drive Kinmount, Ontario, Canada K0M 2A0

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, date or list format
➢ Provides students/prospective students with printable appointment schedules
➢ Allows students to receive Outlook or Google calendar invitations they can add to their online calendar
➢ Allows students to cancel and reschedule appointments
➢ Allows student to edit their contact information and change their password
➢ 24/7 access to the online scheduler
➢ Provides ability to collect 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 students
➢ Ability to control how far in advance students can book appointments
➢ Ability to control how much time prior to an appointment an appointment can be cancelled
➢ Total number of appointments per student can be limited
➢ Total number of appointments by appointment type can be limited
➢ Frequency of appointment scheduling by student can be limited
➢ Ability to restrict scheduling access by student 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 student or by date

Student Management

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

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

Appointment Management (continued)

➢ 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

Messaging

➢ Confirmation emails
➢ Cancellation emails
➢ Reminder emails can be set by student 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

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

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 college or university that the student is making an appointment with.

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