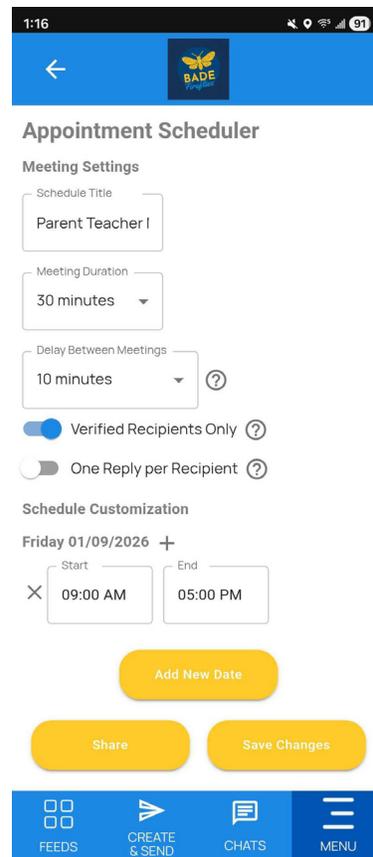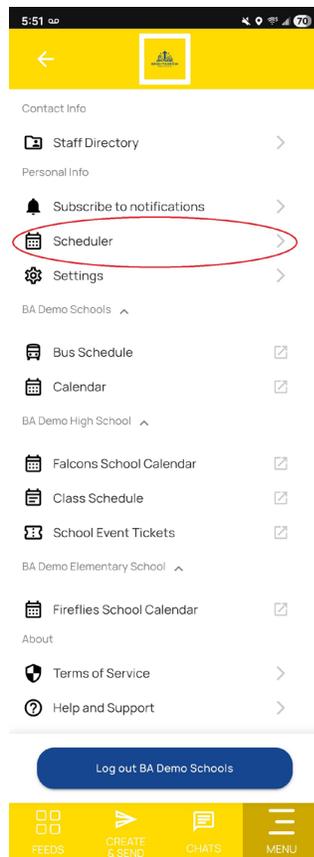# ParentHub Scheduler

The Scheduler feature enables teachers and staff to publish available meeting times directly from the ParentHub app, and then share a booking link so parents and other app users can select a time that suits them.

## What You Can Do

- Set the dates and times you are available for meetings.

- Restrict bookings to ParentHub app users only.

- Generate a shareable booking link to paste into messages and BrightChat conversations.

- Limit bookings to one meeting per person (each app user can only schedule one meeting through your link at a time).

## How To Set Up Your Meeting Schedule

1. Open the ParentHub app and log in as Staff/Faculty.

2. Open Scheduler from the Menu.

3. Add a meeting Title.

4. Set the meeting duration.

5. Set the schedule visibility to verified (ParentHub) users only.

6. Turn on Limit meetings to 1 per person.

7. Select the dates and available time blocks you would like to offer.

8. Save your schedule.
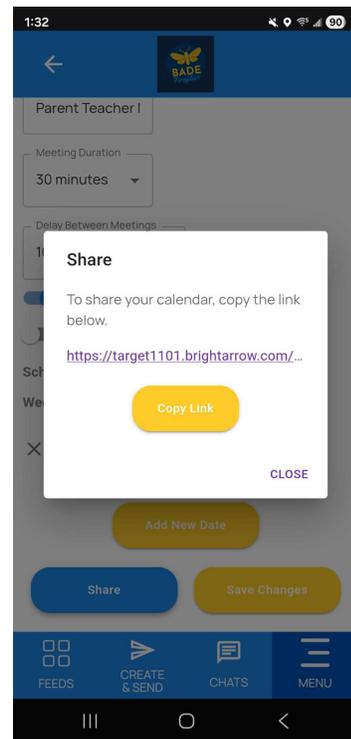
9. Share your booking link.

## Click Share to Copy Your Shareable Link

Open the share options to view and copy the calendar link.

Paste the link into:

- A ParentHub message (email/text/app), or

- A BrightChat conversation when coordinating with parent or guardian.

*Tip: Add a short line of context, such as "Use this link to pick a conference time that works for you."*
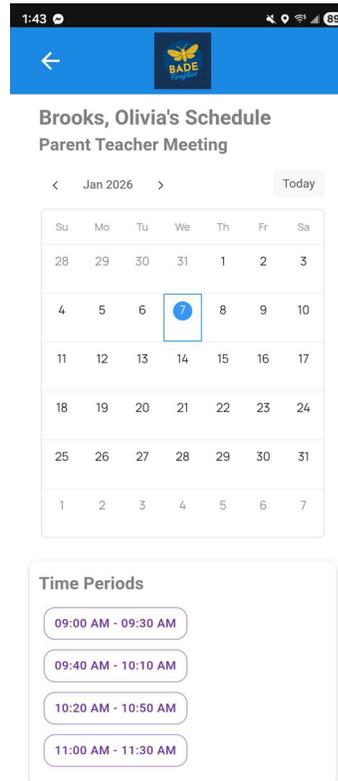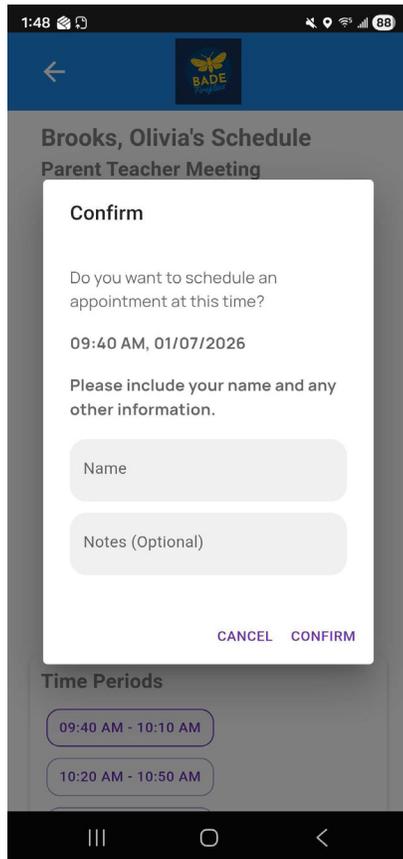
# How To Set Up Your Meeting Schedule

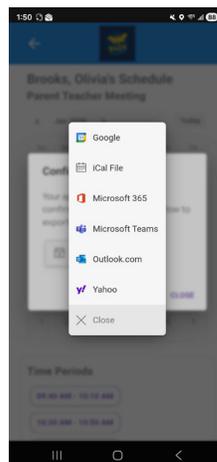Parents open your link and see available time slots.

They select a time and confirm the meeting.

ParentHub users will view the calendar inside the app. When Verified Recipients Only is unselected, anyone with the link can open it with a browser.



# Parents Can Also Add the Event to Their Own Calendar

If they already have a meeting booked with you, they will be prevented from booking another until the existing meeting is cleared, per the 1-per-person limit.

# Common Questions

**Why can't someone book a time?**
Most often, it is because (1) the schedule is restricted to app users and they are not signed in, (2) no time slots are available, or (3) they already booked a meeting and hit the 1-per-person limit.

**Can I use the link in both messages and chats?**
Yes. The link is designed to be shared anywhere you communicate with families, including outbound messages and BrightChat.