Calendar Modules PCO Web version

What you need to know:

1. Each person given access to the Calendar Module will have different permissions granted which means you may not be able to see or do everything in this tutorial dependent on permissions assigned to you. *Not every person attending Crossroads will be given access to Calendar.
2. Menu bar
   a. Events- shows full calendar
   b. Rooms- shows what rooms can be reserved
   c. Resources- shows all available items to reserve (e.g., specific types of chairs)
   d. People- shows the people currently in this calendar module. *Not every person attending Crossroads will be given access to Calendar or seen in this people list.
3. Events (**calendar**)
   a. Filter- search for specific events
   b. Next to Month and Year: Full schedule: includes set up times, Public time shows actual event time only
   c. Tags- active departments (color coded dots)
      i. If your event is specific to a group AND does not need promotion to the entire church, it must be created in your group calendar (review the groups tutorial). BUT- if your event is specific to a group and open to others outside of just the people in that group, you create it in calendar and add a department tag so it can still be searched for by department (ex: Women's Bible Study is specific to Women's Ministry Group BUT is a public event to be open to the public and therefore created in Calendar. A meeting with just women's min leaders would be created in Groups (private/attendance)
      ii. If your event collects a registration fee/information, you still need to create an event and reserve room/resource. Complete a promotion schedule. The church office will create a registration form.
      iii. Tag dots help keep the calendar organized- (ex: ministry team departments, blocked out/time off, outside events, and campus).
      iv. To display tag dots, hit the settings button on the upper right-hand corner above the calendar.
4. Create a New Event
   *All events need to be put on the calendar module (except if your event is less than 20 people, off campus and doesn't need to be public/have visibility). If your event is specific to your group (see groups tutorial) you must create your event in both groups AND calendar. Calendar allows it to reserve rooms and resources as well as for admin to

monitor. Creating it in groups allows for you to take attendance, send RSVPs and reminders and shows up on your group calendar in the church center app.

 a. Add the necessary info: name, date, time, repeat options, description

 b. Templates are available for events that use multiple rooms and resources (such as summer blast), rather than creating a new event and having to manually enter that each time, a template allows that to be an automatic input. FYI- most events will NOT use a template. If you need a template made for a recurring yearly event, please see Patty.

 c. Church Center - make public or hidden your event on church center app church-wide calendar and website. If you want others to see and attend the event, make it public. (church center is the app the average church attendee will use)

 d. Select the correct department tags: department (ministry team area)

 e. Hit **more options** to add rooms, resources and set up/tear down times. Be sure to use the drop-down options for details, notes, and questions associated with that room or resource.

 f. Save and create your event. Once the event has been created, go back to edit and click the ==connections tab==. Here is where you can assign it to your group or registration.

 g. You can go back and edit your event by finding it on the calendar, selecting the event and hitting edit.