ChurchDB: Adding an Event to the Calendar

· Click on the 'Calendar' link

· Click on the 'Add Event' link at the top of the screen

· Fill in all of the applicable spaces on the form. Remember dates must have a four digit year.

✦ Enter the event name as you want it to be seen on the calendar. No abbreviations, please.

✦ Add a description of the event. (This will be seen as a yellow question mark in the calendar, over which one hovers to read this info. Do not enter private info in this field.)

✦ Add the start and end dates, remembering the four digit year. Enter start and end times. Start time should be the actual event start time you want people to see on the calendar. (Do not include the setup and breakdown time here: it will be set up in another spot.)

✦ Check the box next to 'Display on Calendar' if applicable

✦ Set up the recurrence of the event

-- Mark None if it is a one-time event

-- Mark Daily if it occurs every day of the week

-- Mark Weekly if it occurs one or more times a week and indicate if it occurs every week, 2 weeks, etc up to every 4 weeks.

-- If you need to set up a pattern such as every 2nd and 4th Tuesday, you will need to create two events: one that recurs every 2nd Tuesday, and one that recurs every 4th Tuesday.

-- Mark the day(s) of the week that the event will occur

✦ Choose to display this event to site, author or selected groups: Choose Site.

✦ Enter your contact name, phone number and email.

✦ Click on 'Book Resources' button

-- Look through the list and select the resources (rooms) needed for this event by clicking on the 'Book It' button. This is also where you can add setup and breakdown times for each resource. Note that if there are conflicts during any of the dates of the event, the 'Book It' button will be red instead of green. Choose the setup and breakdown times BEFORE you book the resource.

--Click on the 'Back' button .

✦ If you have set up a series of almost matching events, but need to add some exceptions to certain dates: Click on 'Manage Exceptions' button

-- Click on 'Add New Date' button

-- Enter the date and then click on the 'Save' button

--On this screen you can also adjust the time, delete the date, add or remove a resource.

✦ Check your work on the first screen, and click on the 'Save' button

Your event request will it will go into a pending queue until it is approved by the administrator. Upon approval you will be sent an email confirming your reservation. Your event will NOT show up on the calendar until it is approved.