


Events

Introduction

The calendar on your church web site provides a personalised and up to date diary for each member - showing details of each event, contact information for the organiser and even a map on how to get to the venue!

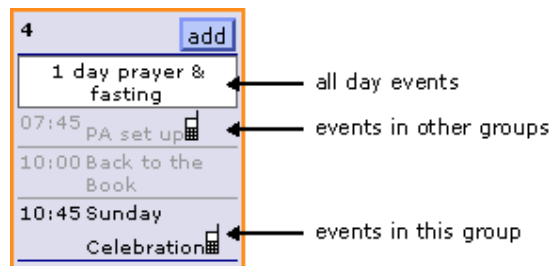
This quick start guide explains how to manage the events in your calendar.

Creating a new event

- If you haven't logged into the web site already, do so now. Click the **Login** link at the top of the home page and enter the login name and password as supplied.
- Once you have successfully logged in, click the **web office** link at the top of the home page. The Web Office will be displayed shortly afterwards.
- Select a  **group folder** associated with the event you are creating. For example if you are adding the youth meeting click on the **Youth** group folder.
- Select the **Events** tab to display the calendar.


Not sure what a group folder is? Events tab not available? For more help see the quick start guide called "Web Office Tour".

By default every event taking place in the church (which you have permission to see) will be displayed. Those events that do not belong to your current group are "greyed out" as illustrated below:



Today's date is highlighted with an orange box. If you wish to see only those events which belong to your group click the **show** selector at the top of the calendar and select **events for this group only**.

- Locate the date when you wish to add a new event; use the ◀ and ▶ buttons to move backwards or forwards one month at a time, or use the **jump to** selector to move directly to a particular month.
- Click the **add** button on the appropriate date. The **event details** window will be displayed shortly afterwards.
- Enter a **title**, **details**, a **location** name and, if available, the **post code** where the event will be held (note: you must supply a valid post code in order to provide a location map).
- If necessary click the **select** button to change the event **contact**.

- By default the **start** and **end** dates will contain the date on which you selected the **add** button. If either of these are incorrect enter a new date now; use the  button if required to select a date using the interactive calendar.
- Enter the start and end time of your event or tick the **all day event** option if appropriate. If this event occurs regularly (for example, your Sunday morning meeting) you may also wish to use the **recurring event** option to enter a number of events in a single process:
 - Use the **occurs every** selector to choose how frequently the event takes place. If required, select a day when event reoccurs (by default this will be the day when the first event takes place).
 - Finally select the date on which the final event in the series takes place.

Note: if some of the events in the series take place on a different date, or have a different location you can edit the details of each event individually once the series has been created.


- Click the **select** button to link the event to an existing document if necessary.
- Use the **access permissions** selector to restrict who can see details of the event. By default events are made available to everyone (including visitors to the web site).
- Click the **OK** button to complete the process. The **events** view will be displayed shortly afterwards with the new event added.

Editing an existing event

You can edit the details of an existing event as follows:

- Display the **events** view using the method described above.
- Click on the title of the event you wish to edit; if the title is "greyed out" the event is located in another group and the web office will attempt to jump to that group in order to enable the editing facilities. If you do not have **events** permissions on the group in question a non-editable window will be displayed containing information about the event.
- The **event details** window will be displayed; edit the details of your event as described in the previous section.
- If this event is part of a recurring series click the **apply changes to all events** if required.
- Finally, click the **OK** button to commit your changes and return to the **events** view.

Event rotas

The  symbol after a title in the **events** view indicates that rota duties are associated with this event. Click on the symbol to display the **event rota** – a list of people performing tasks at this event.

For more information on creating rotas see the document called "web office quick start guide – rotas".