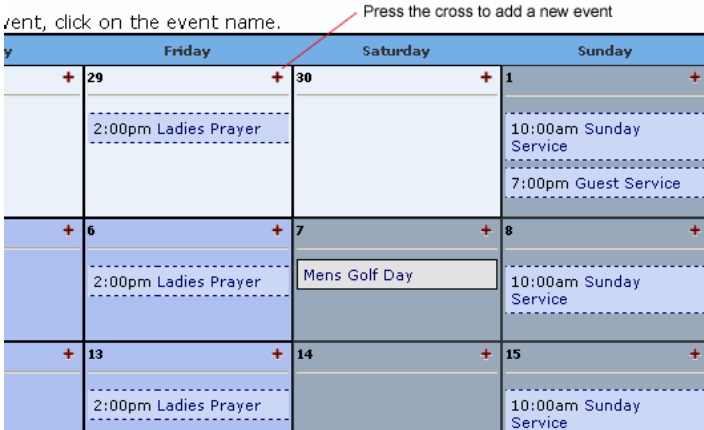


Calendar

Adding Events to the Calendar

To add or update calendar entries go to 'Calendar' in the Control Panel. Any events for that month will then be listed and you can choose to delete existing events or add new ones. To add an event, press the Plus button (+) next to the date you want the event to appear in. A new window will appear which will allow you to easily enter the event into the calendar.



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The box below shows the popup that allows calendar events to be added. The

event summary should be a brief description of just a few words. The detailed description allows you to give more information on the event.

If the event is being repeated then select how often it is repeated. Events can be repeated weekly, monthly or every year, making it easy to maintain your Church Calendar.

With Church Edit Plus, calendar events can be set to be viewable to everyone or just to members. Additionally groups within the site can also have their own individual calendar events which are only viewable to members of that group. Group Managers will have the ability to add/edit and delete group events.

Image : Adding an event to the Calendar

Add Event

Date : Sunday 7 August 2005
 Tick this box if this is an all-day event

Start Time (HH:MM): 10am 30
 Finish Time : 12pm 00

Event Name : Sunday Service

Detailed Information :
 Come and join us for our Main Sunday Service.
 There are Children's activities during the main preach.

Repeat This Event
 Please select how often you want this event to be repeated :

Daily Repeat for 1 additional days

Weekly Repeat on the same day every 1 weeks 30 times

Monthly Repeat on the 1st Sunday of every month for 1 months

Yearly Repeat every year on the 7/8/2005 forever

Related Page (Optional)
 If there is a page related to this event, then you can link to the page by selecting it from the following drop down box
 Sunday Service

Deleting Events

To delete an event open the calendar in the Control Panel and navigate to the event. Click on the event name to view the event in more detail. From here you have the option to delete or edit the event.

Calendar Options

As with most of the features on the site, the Calendar can be customized as to how it will appear to users. To access the calendar options go to Calendar > Options.

The options available are :

- *Use 24 hour clock* : Yes/No
- *First day of the week* : if the calendar is displayed as a grid you can select which day comes first : Sunday/Monday
- *Default monthly view* : this will allow you to select how the calendar will be displayed : Grid/ List
- *Use calendar on the homepage* - if you select this option then the events for the next few days will automatically be shown on the homepage

Giving Members access to the main Calendar

Through the Control Panel you can give individual members of the Church access to administering the main Church Calendar. This will give them the ability to add events that will then be seen by all members and visitors to the site.

To give someone 'Site Calendar' access, edit their access by viewing the member profile through the Control Panel. For more details see the user guide on Members.

Personal Calendar for Members

Each member can add their own personal events to their calendar. These events will only be viewable to that member when they are signed into the site. A user guide for Personal Calendars is on your main website under the help section and this is accessible to all members. Once a member has signed in they will see plus (+) buttons next to their calendar.