

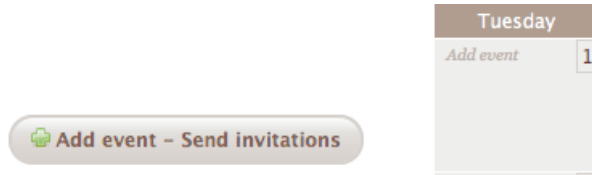
# Creating an Event - Group Leader

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As a **Group Leader** or **Assistant Leader**, you may add an Event from a number of different places in the CCB solution. The quickest way to add an event is from the **Home** page (the first page you see when logging into CCB), but you may also add the event from your **Group Detail** (group home) page or the Group's **Event Calendar**.

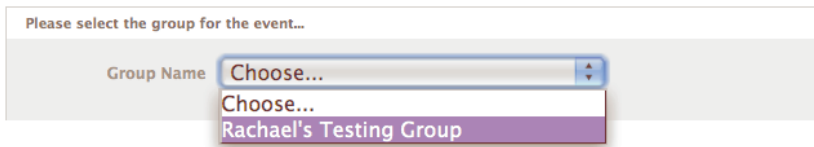
Click **Add Event and Send Invitation** to start creating the new event from the **Home** page or the **Group Detail** page.

Click **Add Event** at the top of a day in the calendar view to begin from the calendar.



1/13/2011 (Yesterday) 5:29 PM

If you are creating the event from the Home page or a calendar other than the group calendar, select your group from the pull-down menu.



After selecting the group you will land on the entry screen where you will enter the rest of the information about the event. There are three pages of settings available. We will look at each page below.

## GENERAL



### Name & Description

- **Event Name:** Shows up on the calendar and reports.
- **Group Name:** Filled based on original selection from the pull-down menu or because the event was added from the Group Overview page or Group Calendar.
  - *Note: If you selected the wrong group, you may choose a new group from the pull-down menu.*
- **Contact Phone:** Can be filled in to show what number people can call for information about the event. This is the phone number that will be visible on the Event Invitation page.
- **Description:** This will appear on the event detail page, in an event invitation and in the event pop out from the monthly view of a calendar.

**Date & Time**

Date:   All Day Event

Time:  -

Recurrence:  Check to enable the recurring event

Facilities & Equipment: *No items requested or reserved*

**Date & Time**

- **Date:** The date of the Event. Clicking in the box will open a calendar.
  - *Note: The All Day Event check box allows you to indicate the event occurs all day long and will cause the event to show at the top of the calendar day highlighted in your site color.*
- **Time:** Enter the information concerning the times for the Event. This option will disappear if you choose All Day Event
- **Recurrence:** If this is a recurring event, check the Recurring Event box. This will open up additional fields pertaining to your recurring event.

Recurrence  Check to enable the recurring event

How often?

Sunday  Monday  Tuesday

When  Wednesday  Thursday  Friday

Saturday

Ends

- **How often?:** This allows you to select from four different recurring choices: **Daily**, **Weekly**, **Monthly (by date)** and **Monthly (by day)** and two to four sub-choices to cover recurrences such as every other month or every 4th week.
- **When:** For the **Weekly** and **Monthly** options, you may make additional selections from the **When** or **On The** sections. (For example, if your event takes place every week on Monday, Wednesday, and Friday, you would select Weekly/Every Week/Mon, Wed, Fri in the recurrence options.)
- **Ends:** This allows you to set an end date for your event. An event happening indefinitely would use **No End Date**.

After making the changes to the General tab, click Next to access Location. You may go straight to the Location or Advanced sections by clicking the sections name instead.

Cancel or

**LOCATION (Optional)**

General **Location** Advanced

Address

Name:

Street:

City:

State:

Postal Code:

- **Name:** If entered will show up in the Event pop out and on Event Detail Page.
- **Street/City/State/Postal Code:** Including this information will add a map icon/link to the event. This information will be visible on the Event Detail and Invitation pages.

**ADVANCED**

**Settings**

- **Type:** Choose either **Open To All** (no group leader or event organizer approval to attend required), or **Registration Required** (an email will be sent to the leaders of the group notifying them that somebody is requesting to attend the event). See the Event Registration Form article for instructions on connecting a registration form to your event.
- **Calendar:** Check the box to publish to church wide calendar. If the group leader privileges for the group do not allow you to publish events to the church wide calendar yourself, there will be a link available on the event edit page to request this be done. Clicking the link sends a request via email to those with Full Event admin privileges.
  - *Note: Events in unlisted groups cannot be placed on the Church Wide Calendar.*
- **Email Notification:** If you check Email Notification, the Main and all Assistant Leaders will receive an email when an Individual RSVPs or cancels an RSVP for an Event. If the Type is set to Registration Required, group leaders will automatically receive an email notification regardless of whether this box is checked.

**Attendance**

- **Grouping:** Select the appropriate Attendance Grouping from the pulldown menu if you will be taking attendance. This is required to select any of the remaining options.
- **Remind Leaders:** (Deluxe Only) Check this box if you wish to receive a reminder email to complete the Attendance and Event Summary. Up to three reminder emails will be sent each day following the event.
- **Estimate:** Enter how many individuals you expect to attend.
- **Att Only Event:** You can filter an event from the monthly views of calendars by checking this box. Attendance Only Events will only show up on the All Events Admin calendar and the Day List View. This allows you to avoid cluttering up the monthly view with Events that are not critical to view, such as Sunday School classes, etc., but still need to be viewed for a single day.

**Check-in (Deluxe Only)**

- **Attendee/Room Limit:** This box will be included in the Attendance section for the Essential and Deluxe versions. Once the number included here is reached, no additional people will be able to RSVP or Register for the event themselves. Group Leaders and Event Organizers will be able to override this number if needed.
- **Child/Adult Room Ratio:** Include the number of children allowed in the room for every adult present. When using check-in the room will not open until an adult has checked in. The adult must be an assistant leader in the group to qualify as an adult leader.
- **Room Name/#:** Replaces the event name on the check-in name tag.

**Other Notes**

Setup & Cleanup  setup minutes  cleanup minutes

**Resources** *No facilities or equipment have been reserved. Typing a name in the "Location Name" above does not reserve the facility. You MUST reserve facilities and/or equipment (using the link at the top or the button at the bottom) to assure you can use them.*

**Setup Notes** *Add notes for facility & equipment setup...*

**Leader Notes** *Add notes for event leaders...*

**Other Notes**

- Setup & Cleanup: Include the amount of time needed to set up and clean up the event. For Standard and Deluxe versions this will affect which resources are available and help to prevent the double booking of rooms.
- Setup Notes: Add Notes for Facilities and Equipment Setup (these notes will be visible on the Event Detail page by clicking 'Facilities'). If requesting resources (standard and deluxe only) these notes will be included in the email sent for approval.
- Leader Notes: Add Notes for the Event Leader (these notes will be visible on the Event Detail page by clicking 'Details').

**Saving your Event**

If you would like to Request Facilities and Equipment such as rooms or equipment for your Event, select 'Save & Request Facilities/Equipment.'

**Save & request facilities/equipment**

Click 'Save and Add Guests' to invite Individuals to the event.

**Save & add guests**

Click 'Save' to go to the Event Detail Home page.

**Save**

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