



# Planning Center Calendar

Creating an Event in Planning Center Calendar

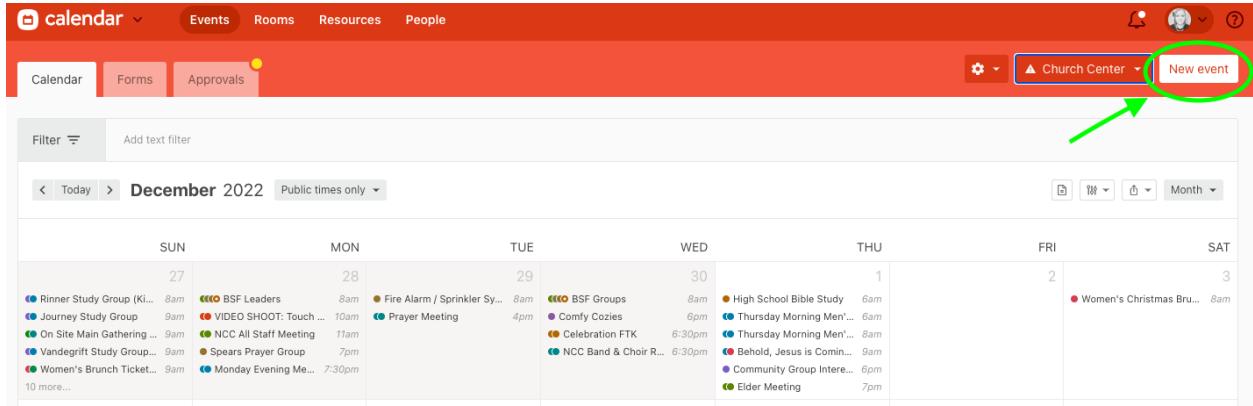
Ver. 1.01

Drafted 3.15.2023

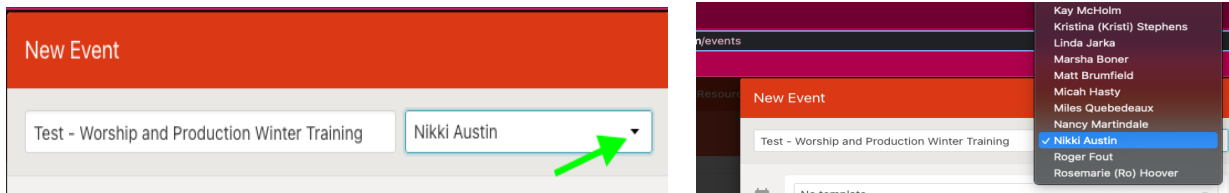
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## Creating an event in PCO Calendar

On the main landing page of PCO Calendar, click the “New Event” link in the upper right hand corner.

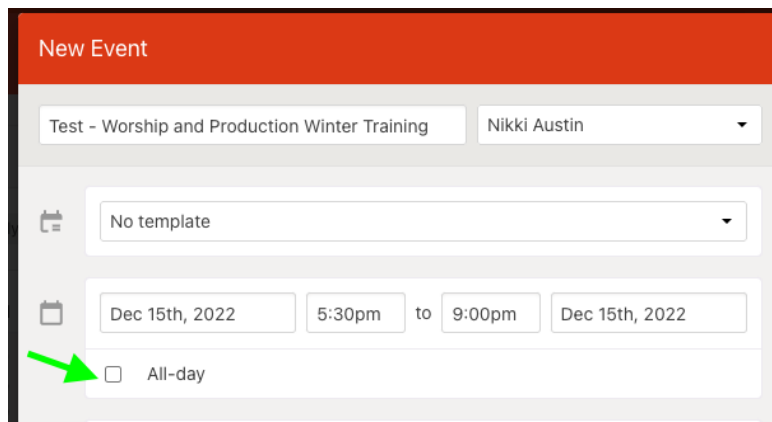


**Event Name and Owner:** Fill in the Event Name field. Event owner will auto-populate to the user who created the event. This can be changed by clicking on the drop-down arrow, as needed. To change the event owner, simply click on the desired name from the drop down list.

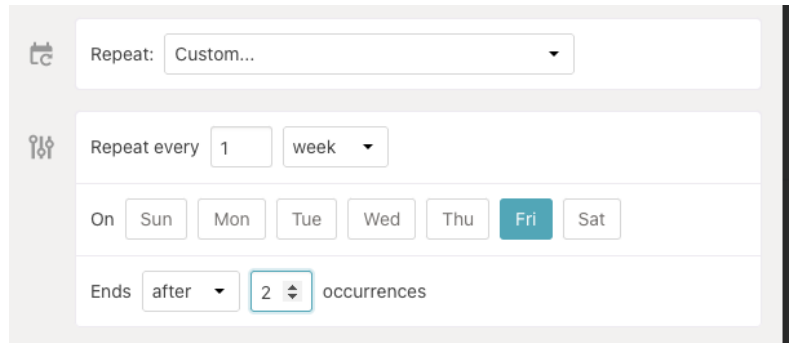
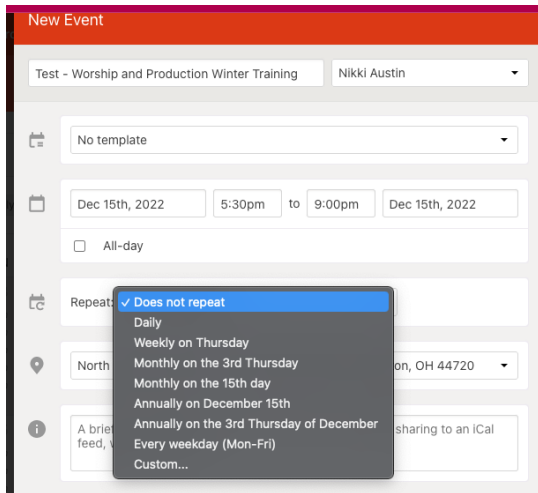


**Templates:** *For the time being, ignore the template feature*

**Date and Time:** Populate with event data. If applicable, mark the “all day” checkbox.

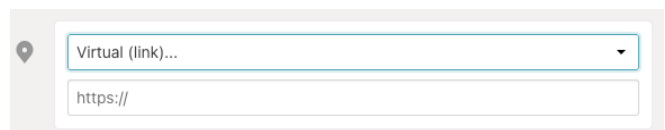
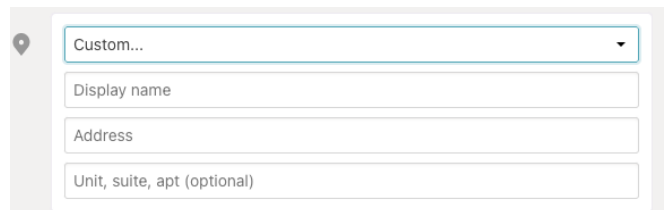
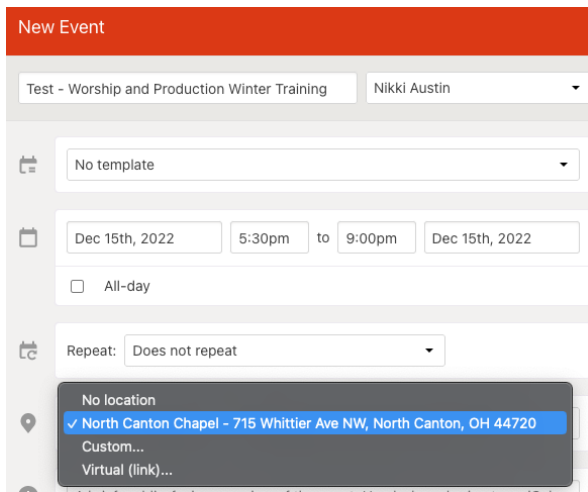


**Repeat:** Events will default to be a non-recurring event. If the event is recurring, click the dropdown arrow next to repeat. Commonly used repeat schedules are pre-populated, but a custom field is also provided for complete customization.

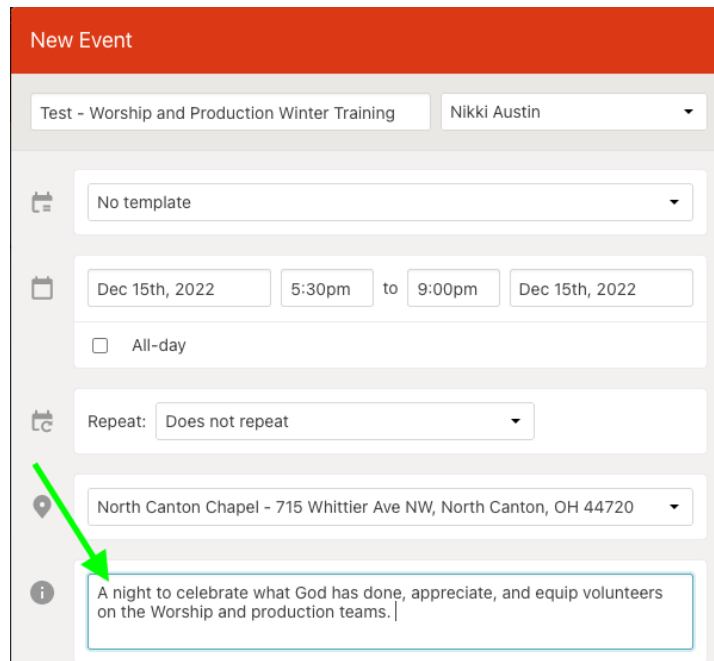


**Location:** From the dropdown tab, select the location of the event.

- Events taking place at NCC should select the North Canton Chapel option.
- 'Custom' is designed for events taking place off-site. The address of the offsite venue should be populated in the fields provided.
- 'Virtual' is designed for online meetings. The meeting log-in information should be populated in the field provided.



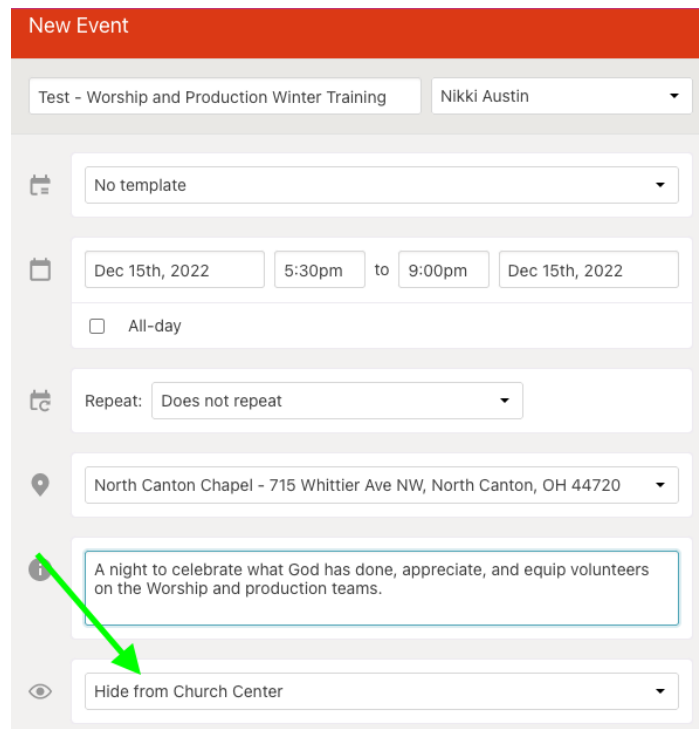
**Description:** Provide a brief overview of the event purpose. This description should not include any event specifics or logistical information.



The screenshot shows the 'New Event' form with the following fields:

- Title: Test - Worship and Production Winter Training
- Organizer: Nikki Austin
- Template: No template
- Date: Dec 15th, 2022
- Time: 5:30pm to 9:00pm
- End Date: Dec 15th, 2022
- All-day:
- Repeat: Does not repeat
- Location: North Canton Chapel - 715 Whittier Ave NW, North Canton, OH 44720
- Description: A night to celebrate what God has done, appreciate, and equip volunteers on the Worship and production teams. (This field is highlighted with a green arrow)

**Church Center:** Do not alter the default option of 'Hide from Church center.'



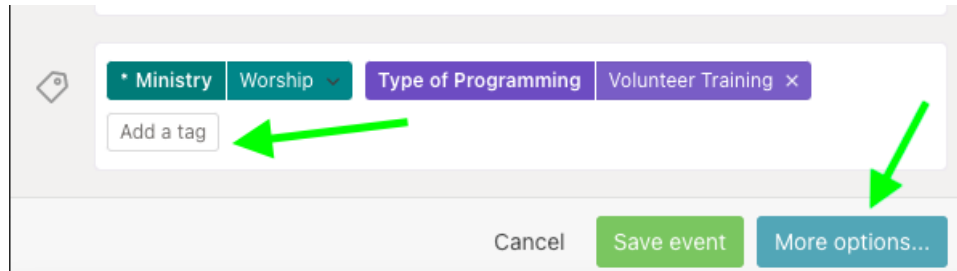
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- Description: A night to celebrate what God has done, appreciate, and equip volunteers on the Worship and production teams.
- Church Center: Hide from Church Center (This dropdown menu is highlighted with a green arrow)

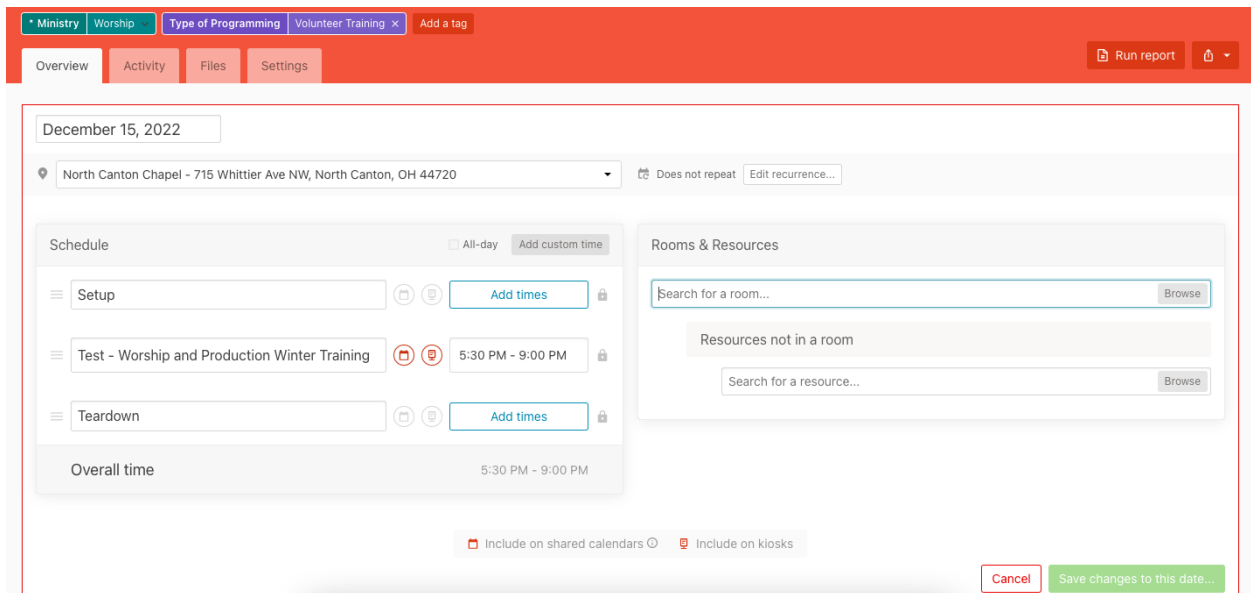
**Tags:** At least one ministry tag is required, but multiple tags can be included if the event is cross-departmental.

- There are two types of tags: ministry area and types of programming. It is desired for both types of tags to be included for clarity.
- To add a tag, click the 'add a tag' button and then specify ministry area or types of programming. The available tags in each option will display to choose from.

**More Options:** Once the tags are entered, click the 'More Options' button.

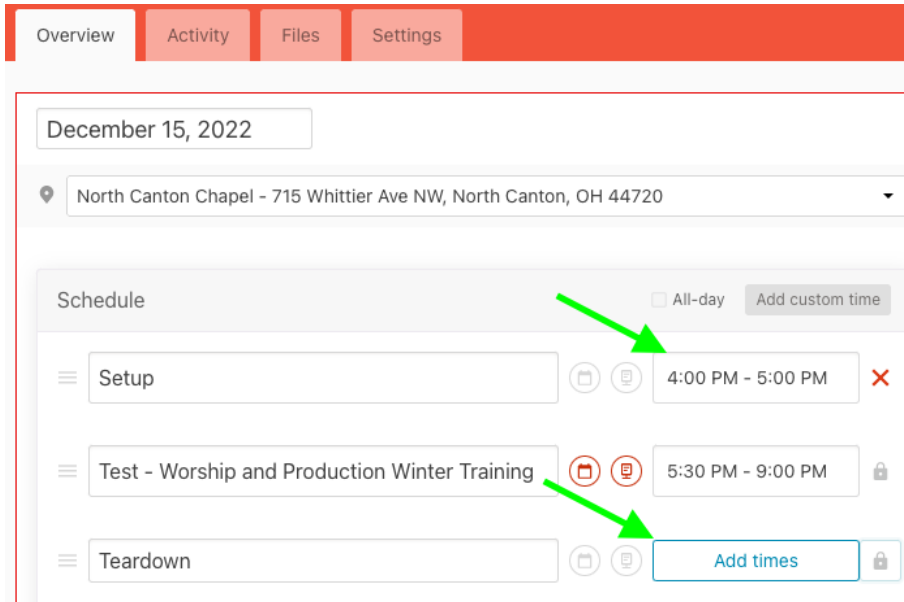


The basic event has been created in Calendar. Now it is time to populate specifics of the event including reserving rooms, requesting resources, and generating requests of other departments as applicable in the screen below.



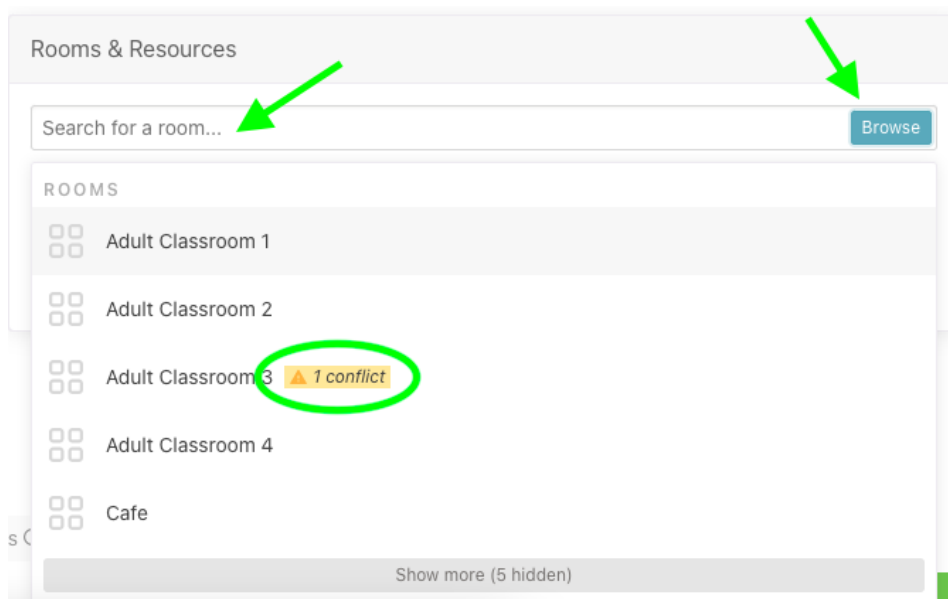
**Schedule:** Starting on the left hand side of the event page, enter in times for set-up and tear-down of the event itself. This will block the requested rooms for the entirety of the event to prevent a room conflict before or immediately following the event.

- To add a time, simply click the 'Add times' button and manually enter times as applicable.



**Rooms:** To add a room to the event, the room name can be manually typed in the provided box, or search for rooms by clicking on the 'browse' button. To select a room, simply click on the room name.

Rooms that are already reserved will display a note indicating a conflict exists for the scheduled event times. If the desired room has a conflict, it can still be requested. The request will create a conflict that will be flagged for review by the facilities team. The facilities team will reach out for any needed clarification and will determine resolution between the two events.



When requesting a room, there are room-specific required questions that must be answered prior to submitting the request. Please answer the questions as best possible. Answers may be updated if any details change. Below is an example using Adult Classroom 1.

Search for a room... Browse

Adult Classroom 1

Details Notes **Questions** Setup

FACILITIES

- What will you be using this room for?  
Production Team-specific breakout session.
- How many people are anticipated to use the room?  
10
- Will food be served in the room?  
No
- Will you be using the TV resources in the room?  
Yes

**Resources not in a room:** To request a service including communication support, door access, meal ministry, childcare, production support, or worship support a ‘resource not in a room’ needs to be added to the event. ‘Resources not in a room’ are located at the bottom right hand side of the event page

- **Door Access:** It is important to schedule door access for events. To request door access, simply type the desired door location in the search bar, or click ‘browse’ to view available doors. Populate the unlock and relock times and door locations required for the event.
  - \*\* Door access resources are located within the Facilities folder. \*\*

Search for a resource... Browse

RESOURCES

- < Facilities
  - Chairs
  - Door Access**
  - Electronics For Adult Classrooms
  - Tables
  - Blank Heavy Traffic Run

Resources not in a room

1 Door 1 (Main Entrance)

Details Notes **Questions**

FACILITIES

- What time would you like the door unlocked?  
5:00 pm
- What time can the door be re-locked?  
9:30 pm

Search for a resource... Browse

- **On-Site Signage:** To request simple directional, informational, or room-based signage, add a 'not in room resource' called On-site Signage. Search for or type in 'On-Site Signage' in the bar. Answer the required questions for review by the Communications team. A request will be generated for Communication Team review.
- **Communications Support:** To request assistance from the communications team for assets beyond simple door/directional signage, simply add the 'not in room resource' called Communications support. Search for or type in 'Communications Support' in the bar. Answer the required questions for review by the Communications team. A request will be generated for Communication Team review.

Resources not in a room

- ▶ 1 Door 1 (Main Entrance) ✕
- ▶ 1 Communications Support ✕

Details Notes Questions

**COMMUNICATION**

- **What is the target audience for this event?**  
Based on how you are developing the event, who is this event meant for? (I.E. Families, Men, Students, etc.)  
Worship and production team members
- **What is the goal for this event?**  
Based on your event development, what is the goal for your event? (Outreach, Internal Community Development, Discipleship, Volunteer Training, etc.)  
Internal community development and volunteer training
- **What is your anticipated attendance?**  
60
- **When are you requesting to begin promoting this event?**  
1 month prior to event
- **Is an online registration needed for this event?**  
yes
- **Is this a repeating event?**  
no

- **Production and Worship Support:** Any assistance needed from production or worship teams should be added through the 'Resources not in a room. For available options, please reference the Planning Center Calendar SOP document. To add this resource to the event, Search for or type in the desired service in the search bar. Answer the required questions for review by the Production/Worship teams. A request for approval will be generated for review.

- **Meal Ministry:** To add this resource to the event, Search for or type in 'meal ministry' in the search bar. Answer the required questions for review by the Meal Ministry Team. A request for approval will be generated for review.
- **Childcare Requests:** To add this resource to the event, Search for or type 'childcare' in the search bar. Answer the required questions for review by the Family Ministry teams. A request for approval will be generated for review.

**Save Changes:** Click the 'save changes' button at the bottom right of the screen. A pop-up will appear identifying the changes made for final approval. Review the changes, and if everything is correct click 'Yes, make these changes.'

