

How to Add a Tag to events (and why!)

When entering a new event, please make a note to add **tags**. **Tags are used for departments** so when someone views our calendar (or clicks on Events on a ministry web page), they can filter the view to just show events for a specific department. If someone is looking for a Youth Event, they can choose Youth from the dropdown. Same with Abide. Or Prayer. Or...you get the idea...

See below for step-by-step instructions:

How do you tag?

Create a new event – at the bottom choose Add a Tag:

New Event ×

Dan's Awesome Event Dan Wothke

No event templates exist. [Learn more.](#)

12/27/2023 4:30pm to 5:30pm 12/27/2023

All-day

Repeat: Does not repeat

No location

A brief, public-facing overview of the event. Used when sharing to an iCal feed or kiosk.

Church Center visibility: Published

Add a tag

Cancel Save event More options

If you've already created the event, you can still Add a Tag (see below)

calendar ▼ Events Rooms Resources People

Dan's Awesome Event ✎

Unpublished

Add a tag

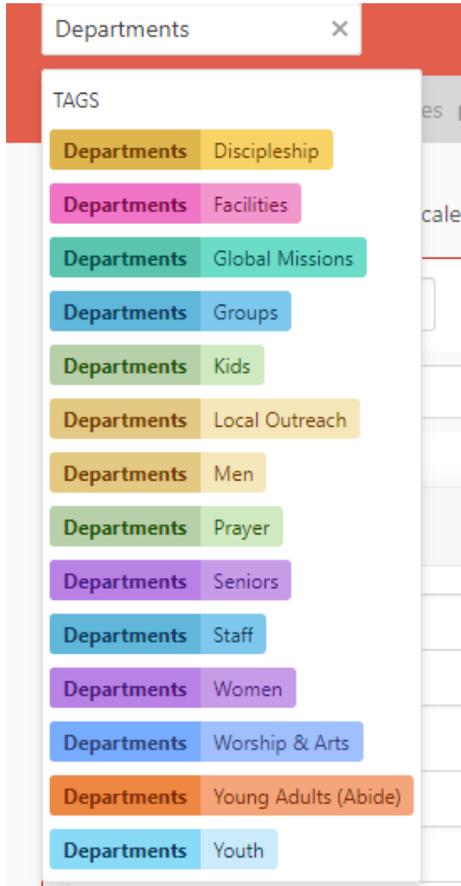
Overview Activity 🔒 Files 🔒 Connections 🔒 Settings 🔒

This event will not be added to the calendar until saved. If you cancel or leave this page without saving, this event and all changes will be lost.

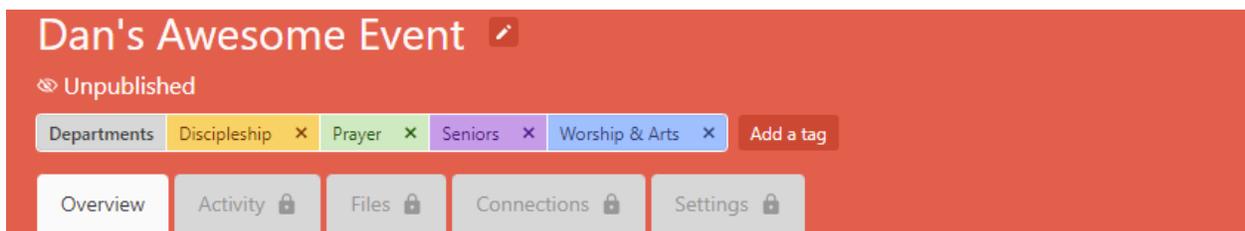
November 27, 2023

No location 📍 🗓️

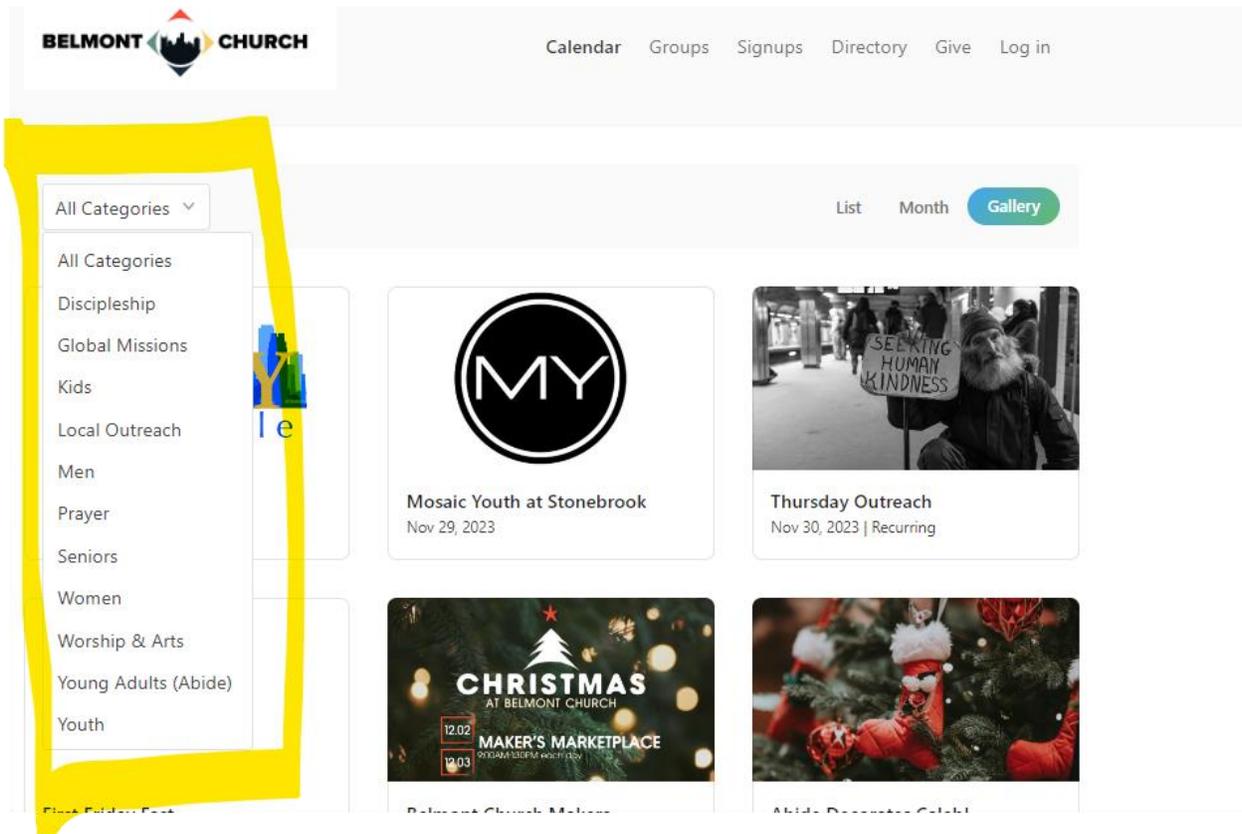
Then choose Departments and whichever tag(s) you would like attached to the account:



You can select as many tags as you want – just keep the tags relevant to the event:



When people search the calendar, they can sort by Tags (called Categories in Church Center):



Questions? Let us know.

Happy tagging!