Calendar User Permissions

Calendar users have different rights in the new calendar. These rights determine who may view, edit, and administrate over the various calendars and their properties.

Users are members of the ward who have registered for an LDS Account. They may subscribe to and view calendars.

Editors are designated ward members who may create events for certain calendars. Editors are designated by approvers or other editors.

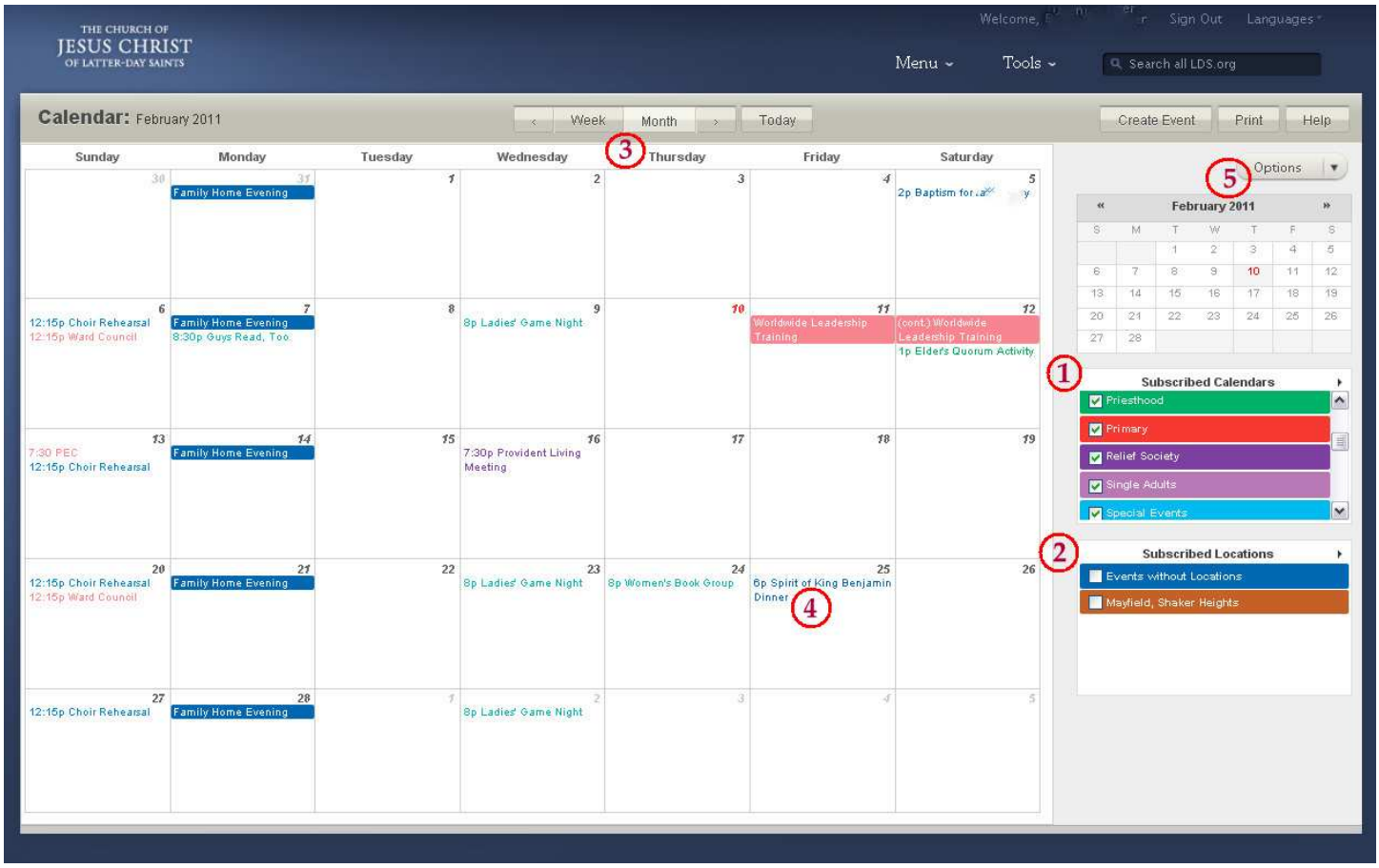
Approvers are calendar administrators. They have editing rights to all calendars and may create or accept the submission of new calendars. By default, the bishop, his counselors, executive secretary, clerks, and ward website administrator are approvers. They may also designate other members as approvers.

Building Schedulers are individuals designated by the stake and have the responsibility of maintaining the list of resources in the building and resolving scheduling conflicts.

The following pages introduce the new calendar. Some functionality is only accessible with certain rights, as illustrated below.

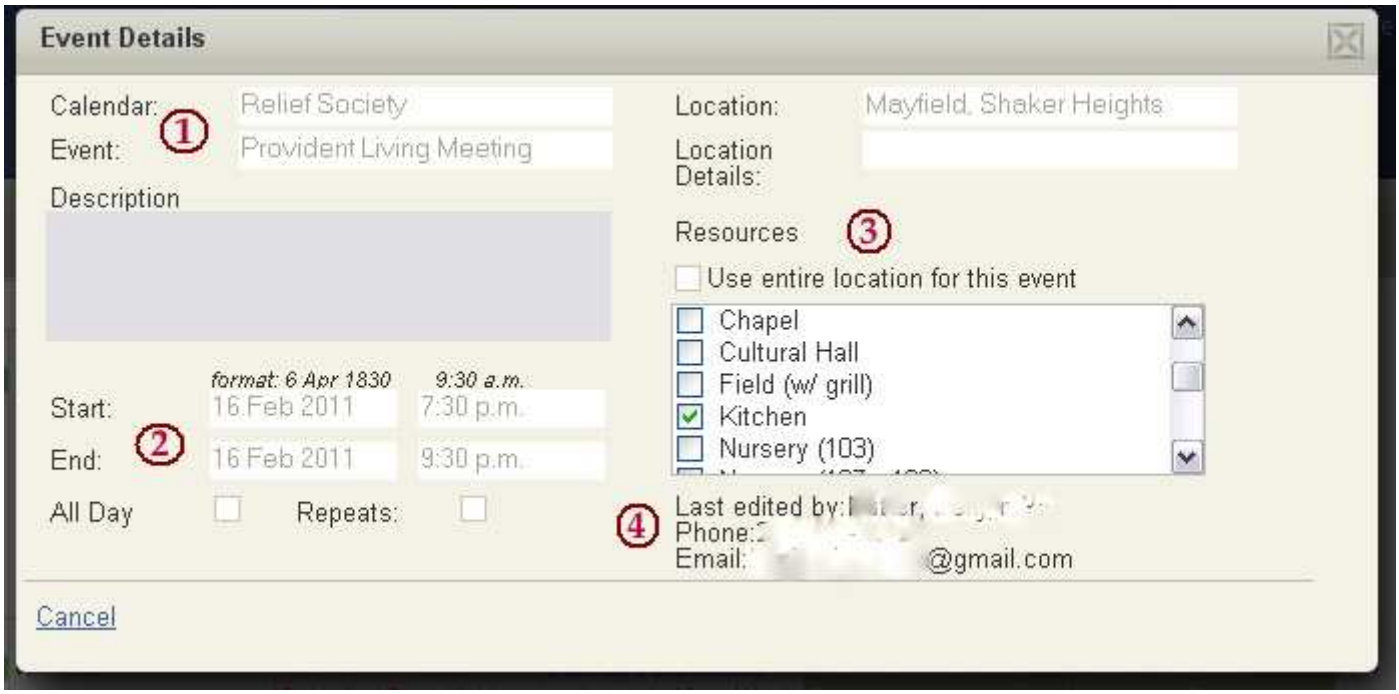
	Users	Editors	Approvers
Ward Calendar	√	√	√
View Events	√	√	√
Selecting Subscriptions	√	√	√
Creating New Calendars	√	√	√
Creating Events		√	√
Managing Calendars			√

Ward Calendar



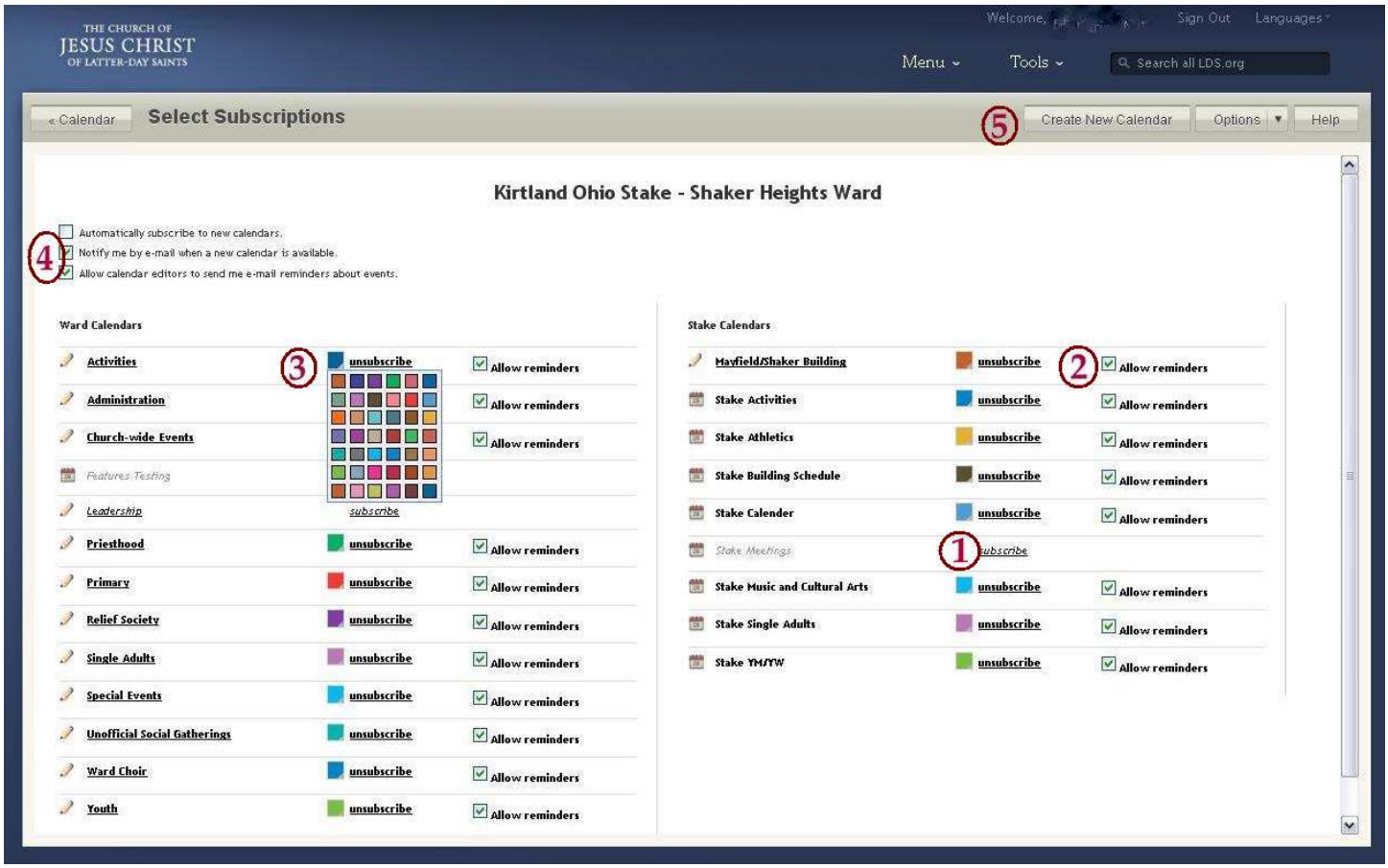
1. **Subscribed Calendars**: Calendars to which you have subscribed (described later) may be displayed on your customized calendar by checking the box next to the title. Events for unchecked calendars will not be displayed.
2. **Subscribed Locations**: Check these boxes to view events scheduled at a location. Checking "Mayfield, Shaker Heights" allows you to view all the events scheduled at the building by the Mayfield and Shaker Heights Wards.
3. **Week or Month View**: Use these buttons to view the calendar by week or by month.
4. **Events**: Click on an event to see more details, such as starting time, ending time, location, etc.
5. **Options**: Use this button to explore the options associated with your account. Most of the features described in the following pages are accessed through the options.

View Event Details



1. Event title and description
2. Start and end time
3. Location and resources used
4. Last person to edit the event. This will often be the person who created the event.

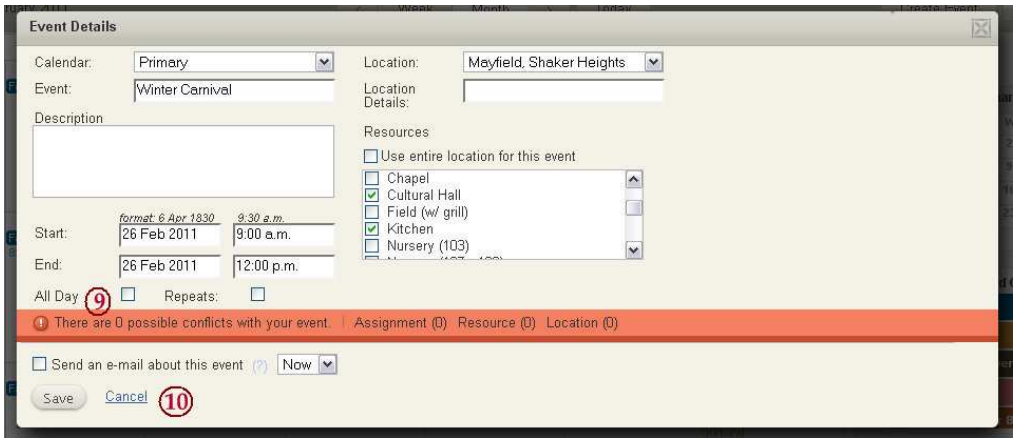
Selecting and Managing Subscriptions



1. **Subscribe / Unsubscribe:** Click on these links to subscribe or unsubscribe to a calendar.
2. **Allow Reminders:** You may turn off e-mail notifications about events.
3. **Colors:** Customize the colors of your calendars for ease of reading or for aesthetics.
4. **Set your preferences** for subscriptions to new calendars, notifications of new calendars, and e-mail reminders.
5. **Create New Calendar:** Propose a new calendar for your ward or stake. New calendars must be accepted by an Approver before they are visible to you or other members.

Creating Events





Scheduling Tips

- Do not reserve the entire location unless you actually need it. Ward activities and other large group functions are good examples of when you'll need the entire location.
- Make sure you specify the correct location. This is the only way to ensure you reserve the building for your event.
- If you specify the wrong location, no one will know that you need the building.
- Try not to schedule the end of your event too close to the start of another. Leave some set up/take down time for other events. If you're unsure of how much time another event will need for set up/take down, contact someone and ask.

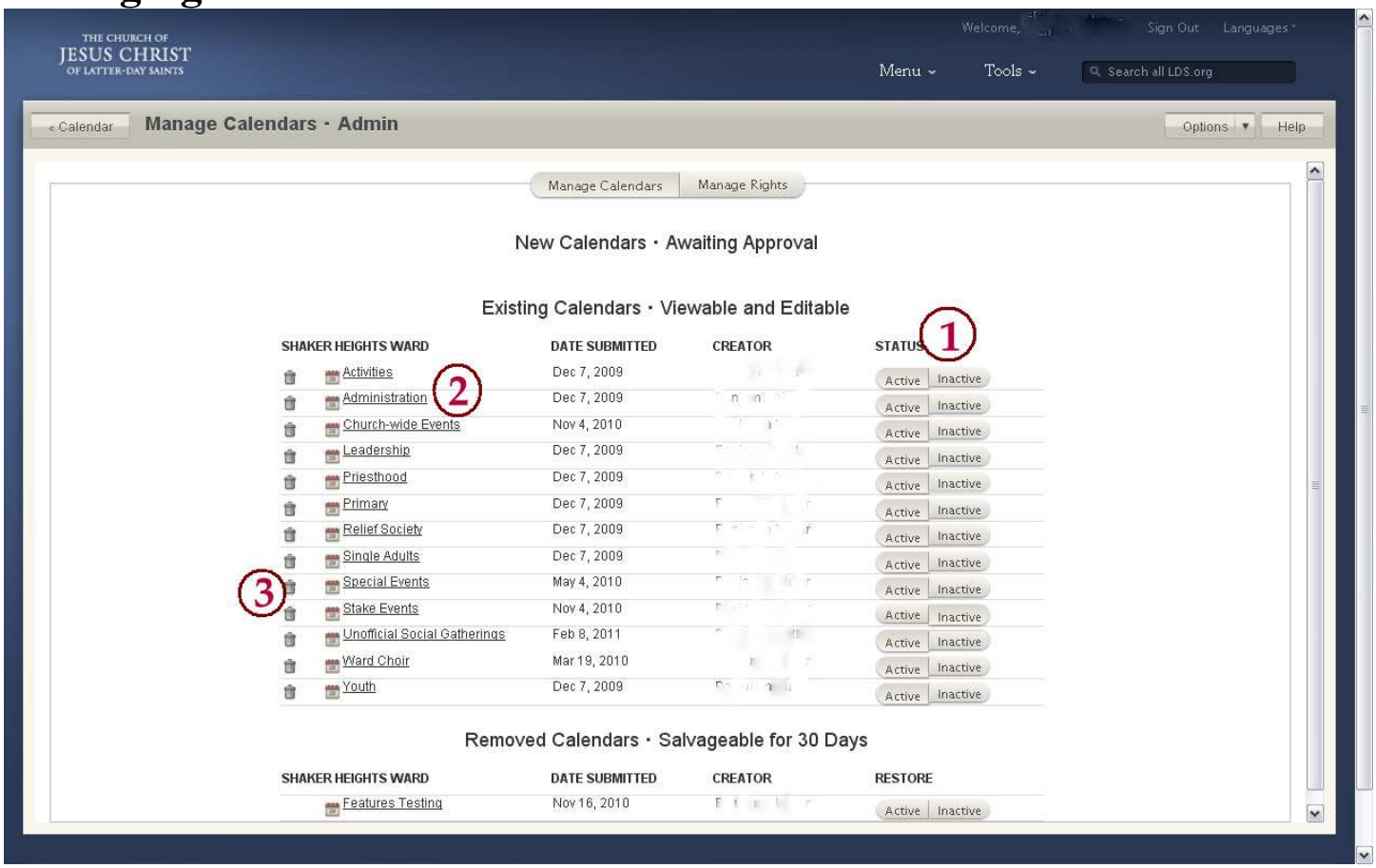
1. **Calendar:** Choose the calendar on which the event will be displayed.
2. **Event:** The text here will appear on the calendar
3. **Description:** Provides more detail about the event to users who choose to view it.
4. **Start and end date and time**
5. **Location:** This will normally be the building in which you meet, but may be another building for some events.
6. **Use entire location:** Should normally be left unchecked. See *Scheduling Tips.*
7. **Resources:** Select the rooms and other resources you intend to use.
8. **Check for Conflicts:** Submit the event information against other scheduled events.
9. **Review Conflicts:** Conflicts are listed and may include events without a designated location or other events at your location. If there is a conflict in one of the *resources* you've requested, you cannot save the event.
10. **Save:** If there are no schedule conflicts, save the event.

Create a New Calendar



1. **Name:** Name the new calendar
2. **Description:** Describe the purpose of the calendar
3. **Calendar Type:** Designate it as a ward or stake calendar
4. **Editors:** After clicking "Add editor by name," type in the name of an editor. You may also add editors by calling.
5. **Create New Calendar:** Submit the new calendar for creation. New calendars must be accepted by an *Approver* before they are visible to members.

Managing Calendars



1. **Status:** Set a calendar's status as active or inactive
2. **Calendar Descriptions:** Open a calendar's properties for editing by clicking on its name. The editing screen is the same as for "Creating a New Calendar"
3. **Delete:** Delete a calendar. It will be placed in "Removed Calendars" and may be salvaged within 30 days.