



Universalist Church of Spokane How to Schedule an Event via the On-Line Calendar

1. From the website at www.uuspokane.org, select **Calendar of Events** from the green navigation bar on the left side of the screen.
2. The church calendar for the current month will display. At the top right side of the display, click on **Add Event**.
3. A **Public Calendar Add** window will display. In this form, enter **Event Title, Type, Contact Name** & as much information about your event as is pertinent.
4. In the **Description** area, type in what you want the public to read about your event. (You can also leave us information here. Informational notes will be removed before we post your event to the calendar.)
5. Enter the **Start Date & End Date**.
 - If this is a **one-time event**, put the same date on both lines.
 - If this is a **recurring event**, put the date of the first event/meeting and the date of the last event/meeting. Fill out as much of the recurrence information as you can.
6. Enter the **Start Time & End Time**.
 - Please be sure to include any extra time needed for set-up and clean up.
 - **Leave a note in the Event Description that tells us the actual time the event starts** so we can post that time for the public to see. **This is important!** Otherwise you'll have folks showing up early as the setup time.
7. In the **Resources** section, choose the room in which you want to hold your event and reserve digital project and other equipment you might need.
 - **PLEASE select a room.** IF that room is NOT available, the calendar program will let you know. You can then pick another room.
 - To pick a **Resource (Room and/or Equipment)** choose it from the drop-down list, make sure it's highlighted, then use the > button to add it to the **Selected Resources** window.
8. Once you have entered all the information requested by the calendar program, click the **Submit Event** button. Your event request will be e-mailed to us for final approval.
9. Once we have approved the event, the calendar system will send you an e-mail letting you know it has been approved and your event will be added to the calendar.