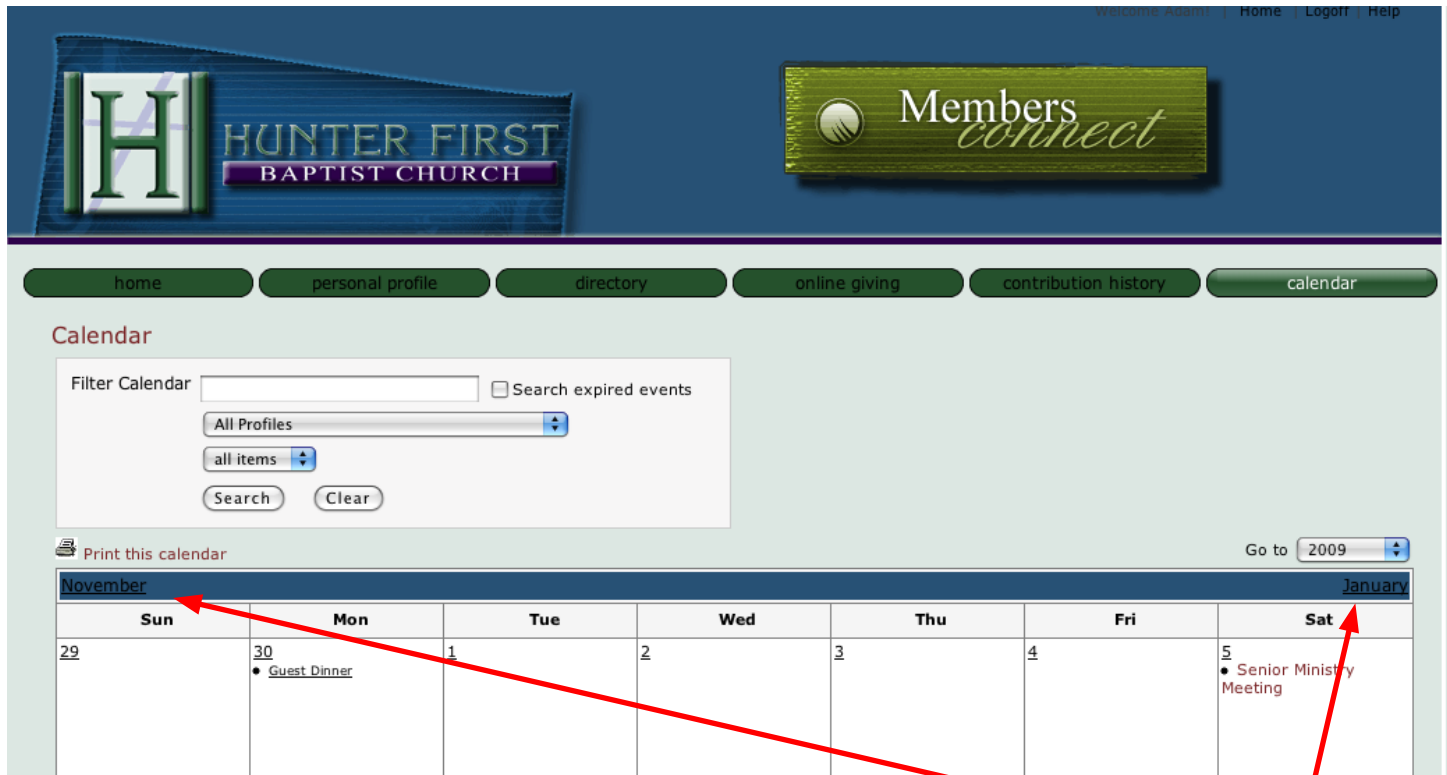


Using the Calendar and Reserving Resources

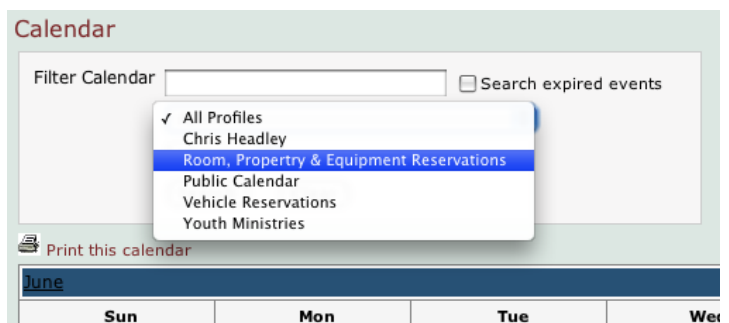
1. Log into the system by entering the e-mail address and password you registered with Members Connect.
2. Click on the Calendar tab at the top of the page. Here is where we can see the *official* church calendar. The events calendar on the website only has events for public viewing. Also, this calendar contains resource reservations for rooms, equipment, vehicles and more.



The screenshot shows the website header for Hunter First Baptist Church with a "Members connect" logo. Below the header is a navigation bar with buttons for "home", "personal profile", "directory", "online giving", "contribution history", and "calendar". The "calendar" button is highlighted. The main content area is titled "Calendar" and includes a search filter section with a text input, a "Search expired events" checkbox, a profile dropdown menu (set to "All Profiles"), an "all items" dropdown, and "Search" and "Clear" buttons. Below the filter is a "Print this calendar" link and a "Go to" year selector set to "2009". The calendar grid shows the month of November, with the days of the week as columns. The 29th of November is highlighted in blue. A red arrow points from the "November" header to the 29th, and another red arrow points from the "January" header to the 5th of November, which has an event listed: "Senior Ministry Meeting".

3. Advance to the previous or next month by clicking on the month name at the top of the calendar.

4. If you are interested in reserving a resource such as a church vehicle, a room, or equipment, click on the profiles drop-down menu near the top of the page and select either "Room, Property and Equipment Reservations" or "Vehicle Reservations." Then click the Search button. The calendar will then only show events that have a resource reserved instead of all events.



This screenshot shows the same calendar interface as above, but with the profile dropdown menu open. The menu lists several options: "All Profiles" (checked), "Chris Headley", "Room, Property & Equipment Reservations" (highlighted in blue), "Public Calendar", "Vehicle Reservations", and "Youth Ministries". Below the menu is the "Print this calendar" link and the calendar grid, which shows the month of June with the days of the week as columns.

5. Look to see if there is an event scheduled for the day and time of your event. If there is one, click on that event to see what resources they are using. If they are not using the resource that you need, then you can request that resource through Members Connect.

Let's follow an example. -- Suppose you are interested in using the Choir Room and Van #3 on Saturday, December 5th at 5 PM. Go to the calendar as directed above and click on the profile Vehicle Reservations and then click Search.

There is an event with a room reservation for that day. The event is the Senior Ministry Meeting. After clicking on the event in the calendar, the detail of the event appears at the top and indicated that the Choir Room is in use from 5-6 PM. Obviously, the Choir Room is therefore UNAVAILABLE FOR YOUR EVENT.

home online giving contribution history calendar

Calendar

Filter Calendar Search expired events

Room, Property & Equipment Reservations

all items

Search Clear

Results that contain a profile of Room, Property & Equipment Reservations

Print this calendar Go to 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 • Guest Dinner	1	2	3	4	5 • Senior Ministry Meeting

Click on the Event listed in the calendar to see details AND to see what resources are reserved for that event

Senior Ministry Meeting
12/5/2009
Choir Room - Sr Min. Meeting
This event begins at 5:00 PM and ends at 6:00 PM.

6. Following our example, let's check that same date to see if Van #3 is available. Click the drop-down menu and change it from "Room, Property, & Equipment Reservations" to "Vehicle Reservations" then click search.

There are no vehicle reservations December 5th, therefore Van #3 IS AVAILABLE FOR YOUR EVENT and you can request to reserve it. Understand, all reservations must be approved by the church office and **must meet church guidelines for use**. DO NOT consider your reservation to be approved until you receive an approval e-mail from the system.

If there had an event that day, be sure to click on that event and check the detail. They may only be using one vehicle which would leave two others available.

home personal profile directory online giving contribution history calendar

Calendar

Filter Calendar Search expired events

Vehicle Reservations

all items

Search Clear

Results that contain a profile of Vehicle Reservations

Print this calendar Go to 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5

7. In our example, since Van #3 is available, you can request its use through Members Connect.

Reset the calendar to default by clicking on the Calendar Tab.

home personal profile directory online giving contribution history **calendar**

Calendar

Filter Calendar Search expired events

Vehicle Reservations

all items

Search Clear

Results that contain a profile of Vehicle Reservations

Print this calendar Go to 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5

8. Next, click on the Home tab.

9. Click "Read More..." at the bottom of the explanation about reserving a resource.

home personal profile directory online giving contribution history calendar

News

Request a Resource/Schedule an Event or Activity
Use this link to request the use of church equipment such as vans, facilities (CLC, rooms, etc.), and equipment or to schedule a church related activity.

Your request, by default, will show up immediately on the Members Connect Calendar. Please DO NOT consider your resource request to be approved until you receive an approval email from the system. Approvals are generated by the church office, generally within 1 business day.

Approved resource requests will remain on the Members Connect Calendar. Requests that must be declined will automatically be removed from the Members Connect Calendar. You will receive an email from the system explaining why the request was declined (eg. That resource is not available on the date that you requested).

Events and activities that should be a part of the Public Calendar available on the website will be added after you receive your approval email.

Click "Read More..." to request a resource or schedule an event. [read more...](#)

10. Complete this form by selecting the resource requested, and filling in all the other blanks. Be sure to explain in the "Request Comments" box the purpose of the reservation and a title for the church calendar (if applicable). For example, Choir Retreat -- Van 3 to take choir leadership to dinner after meeting. Click Submit. Your request will appear immediately on the Members Connect Calendar; however, DO NOT consider your request to be approved until your receive an e-mail from the system. Approvals take 1 business day.

home personal profile directory online giving contribution history calendar

Request a Resource

Available Resources: Van 3

Begin Date: 12/5/2009

Begin Time: 5:00 PM

End Date: 12/5/2009

End Time: 8:00 PM

Request Comments: Choir Retreat -- Van #3 to take choir leadership to dinner after meeting.

Administrator's E-mail: shirley@hunterfirst.com

Requestor's E-mail: adam@aardvarkfamily.com

Submit Cancel

Administrator's E-mail is the person who approves the resource you are requesting. Since we are requesting Van #3, Shirley will receive the request.

Requestor's e-mail defaults to the address you registered with Members Connect. This is the address the system will send your request approval/denial to.