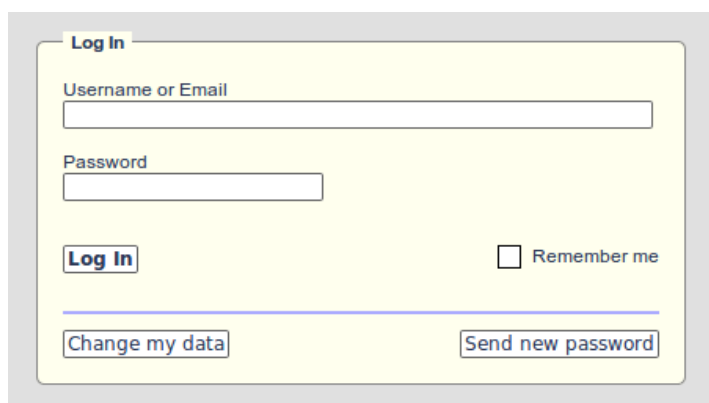


# CHURCH DIARY – UPDATER'S GUIDE

## Introduction

Only those authorised may add or edit events in the diary. To be authorised you must supply the email address to be used and explain the type of events that you will be taking responsibility to maintain. You will be issued with an initial password with your address.

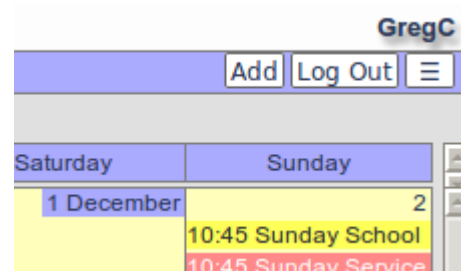


The screenshot shows a login dialog box with a title bar that says "Log In". Below the title bar are two input fields: "Username or Email" and "Password". To the right of the "Password" field is a checkbox labeled "Remember me". Below these fields are three buttons: "Log In", "Change my data", and "Send new password".

## Logging In

When you click the “Log In” button at the top right of the diary screen you are taken to a login dialogue. You should enter your email address and the password supplied then click the “Log In” button on the dialogue.

You will be returned to the main diary screen, but the buttons at the top right will have changed to indicate your changed status. There is now an “Add” button and the “Log In” button has changed to “Log Out” and the Username assigned to you will appear. When logging in in the future you may use your username instead of your email address to log in.



## Login Dialogue Options

You may change the password issued to you by using the “Change my data” button on the Login dialogue. Do not change any other fields on the dialogue that appears or you may be locked out of the system.

Should you forget your password you can use the “Send new password” button instead of the “Log In” button and an email will be generated automatically with a new password.

## Adding Events

**Note:** Generally, you should avoid using the “Add” button! Although it will open an “Add Event” pop-up window (which replaces the main window on a tablet or phone) in most cases it will be quicker and more reliable first to navigate to the day and time that you wish to book using the techniques in the “Beginner's Guide”. Not only does this allow you to check that there are no conflicting events, but you can also use a technique that will pre-fill the Add Event window with much of the information required in the correct format. (The diary used the 24 hour clock!)

**Church Diary**

Options 01/12/2018 21

Time

All day

earlier

6:00

6:30

7:00

7:30

8:00

8:30

9:00

9:30

10:00

10:30

11:00

11:30

12:00

12:30

13:00

13:30

14:00

14:30

15:00

15:30

16:00

16:30

17:00

17:30

18:00

18:30

**Church Diary - Mozilla Firefox**

www.stalhambaptist.org.uk/diary/index.php

Add event Print Help

Title:   Private Event

Venue:

Category: Holidays/DST

Start: 01/12/2018 13:00  All Day

End:  17:30

No repeat

Description:

Attach file:  No files selected. (max. 2 MB)

Send mail:  now and/or  day(s) before event

To:  (?)

Added: 06/12/2018 @ 0:11 by webmaster

**Setting the Date and Time:** When making a booking record the opening times for your event, rather than the full time you may need to re-arrange furniture or clear away afterwards. To allow for this “additional time” the church will not permit bookings to follow each other immediately.

The image above shows how, on the the Day or Week Views the pointer can be dragged over a number of time

slots. Then, as the mouse button is released, the Add Event dialogue will open, with the Date and Time fields pre-filled.

**Tip:** There is no need to add an “End Date” if that is the same day.

**Tip:** If you've found you have dragged over the wrong slot you can either close the “Add Event” window and start again or use the “Set Date” and “Set Time” buttons alongside those fields. These open menus that allow you to pick the required entries, so you don't need to type a thing!



**Repeating Events:** Many users will need to set repeating weekly or monthly events. In that case use the “Change” button beside the default “No repeat” text and complete the dialogue that appears. Again, there should be nothing to type as all the options can be selected using the mouse.

**Set Repetition**

No repeat

Repeat every 1 day(s)

Repeat every first Monday of each month

until  (blank: no end)

If you wish to enter repeating events that do not follow a strict pattern that you can pick from the “Set Repetition” dialogue, then check out the “Save as New” option described below under “Editing Events”.

**Important:** When entering repeating events **never leave the “Until” field blank.** Limit your booking to a maximum of one year ahead. This allows you to take account of school holidays, Christmas, Easter, bank holidays and other dates that may affect when you meet and makes sure that all dates can be recorded accurately.

**Event Title, Venue and Category:** Having selected the date and time you can add the Event Title and Venue. Please provide these in lower case with initial capitals, so that all entries will be presented in a standard format.

**Note:** Certain users will have the ability to select an event to be one of a number of Categories. Apart from providing colour coding for an event, categories allow those viewing the diary to filter the events that are seen and can assist in searches for a particular type of event. You will have been issued with a tight definition of what each category should be used for, so please don't “stretch” those definitions. Instead apply to the Diary Administrator for authority to post additional categories.

**Description:** It is strongly recommended that you complete the “Description” field for your event. Again, please use appropriately capitalised sentences. Remember all that you enter appears on the web site and can be viewed by anyone taking an interest in our church and your event, not just locals or existing members, so use the description as an opportunity to fully explain and sell what goes on at your event!

**Attach File:** This is an optional field. Multiple files can be attached to an event.

Potential uses include attaching a poster for an event that people could print and place in their window at home or a membership application if setting up an open day for new members.

In conjunction with a diary feature that allows private groups it is also possible to share meeting agendas or music/song lyrics for services only with those within the group. If this feature has potential for you, use the “Contact” option on the three bar menu button to find out more!

**Send Mail:** This field allows you to generate automated emails announcing an event as you create, edit or delete it. The option also allows you to generate reminder emails a set number of days before the event. Emails related to any events that have files attached will include links to those files.

If you have a long list of email addresses to use with this feature (the entire fellowship, the deacons, your committee or members of your group), then apply to the Diary Administrator, providing a list of of the addresses you wish to be included in such emails and a simple code word for that group will be sent to you to save you having to type all the addresses.

**Note:** This feature could be particularly useful to notifying the cancellation of a meeting due to bad weather, sickness or any other reason, so all those with with

rights to edit the diary are recommended to supply a list of addresses and notify the diary administrator of any changes to the list.

## Editing and Removing Events

To edit an event simply click on its title. If the event is one of a series a window opens with summary details and buttons that allow you to edit the current instance or the entire series.

After clicking on the appropriate button the window changes to show “Edit Event” window with content similar to the “Add Event” window. You can edit any of the available fields before clicking on one of the similar set of buttons to those found on the band at the bottom of the “Add Event” window.



In the case of a repeating event, the “Delete” button, will remove either the entire series or the single instance as selected on the previous window.

The “Save as New” button duplicates the original entry with any changes made. It is particularly useful for entering occasional meetings that don't follow a strict repeating pattern and events that follow school terms as it retains all the existing details including attached files.