How to Post Events on the Church Center Calendar

Calendar link: https://calendar.planningcenteronline.com/events

-Events can be added and changed on this website or on the Planning Center Calendar app, but not on the Church Center app.

-If you are new to Planning Center, you will get an email with a link to log in and create a password. Or go directly to the link above and it should prompt you to create or reset your password.

1. Click the New Event button (you can also click "New" when pointing to the date you want on the calendar)

2. Fill in the following:
- Event Name
- Date and time
- Repeat (Do this only for events that are exactly the same every time they repeat.)
- Location (Pick Lansing Church, GLAS, or Custom for something happening off site. If you pick Custom, fill in the location name, such as "Red Robin Restaurant" or "Pastor Mills' Home" and start typing the address until the correct one pops up.)
- Description (put in the box that says "A brief, public-facing overview of the event.")
- IMPORTANT: Change "Church Center Visibility" from "Unpublished" to "Published" (otherwise no one will see the event on the public calendars). If you want to reserve a room for a private event, select Unpublished.

3. Click "More Options"

4. Use tabs (or dropdown menu on phone) to go to these sections:

Overview:
- Schedule: If you want to reserve the room for extra time for setup/teardown, you can do this in the Schedule section.
- Rooms and Resources: Click Browse and then Show More to see all rooms and pick the ones you need to reserve.
- Resources Not in a Room: In this section you can request help from the deacons, AV team, and music team. Click Browse, then click on the resource you need and answer the required questions.

IMPORTANT: Click Save Changes to this Date and then click Create Event
(or Yes, Make These Changes if modifying an existing event).

Settings:

- Event Image: Upload your graphic or choose one of the free photos they offer. (Graphics you create may be cut off on the edges depending on the size and shape. You can email the graphics to lansingsdacommunications@gmail.com for the newsletter etc.)
- Change the Summary & Description. Put the same info both places. (Be sure to click the save button by each box).
- Change Unpublished/Published if needed.

5. Other functions on the event page:

- Duplicate: You can use this feature to create repeating events if some of the information will be the same but other things will be different.
- Delete your event

6. To change/add information to an existing event, click on the event name (then click View Event if you are on your computer), and you will go to the main page for the event. Click "Edit" and continue with step 4 above.

Note: Events should show up in the Church Center app immediately and should show up within 24 hours on the church website under Upcoming Events.

Note: If all else fails, send your info to the communications email: lansingsdacommunications@gmail.com