Creekside Christian Church

Calendar/ Facilities Request/ Event Request during COVID – All in one place

Planning Center Online

INSTRUCTIONS

1. **To Begin, Click "New Event"**

2. **Under "Event Name" enter the Title, date and time of the Event**
   a) Titles need to reflect where the event is being held
   b) As Part of the title, please use "On Campus," "Off Campus" or " Virtual"
   c) For now, use one of these 3 words to begin your title
      EXAMPLES
      - ✓ On Campus Women's Bible Study
      - ✓ Off Campus Men's Retreat
      - ✓ Virtual Junior High Life Group"

3. **Enter the Location**
   a) For On-Campus & Off-Campus events, select "Custom" from the dropdown and enter the location.
   b) For On-Campus Events, just put "Creekside"
   c) If it's a combined Live/Virtual event, write that!
   d) For Off-Campus, enter the meeting place address

      EXAMPLES
      - ✓ Creekside
      - ✓ Virtual
      - ✓ Live/Virtual
      - ✓ 9509 Hollow Park Way, Elk Grove, 95624
      - ✓ 1654 I Street, Sacramento, 95758

   e) For Virtual Events, select "Virtual" from the drop down and enter your virtual URL or other information where indicated

      EXAMPLES
      - ✓ https://us04web.zoom.us/j/73832111071?pwd=S3dhVW8rM2dwTnI5TVdiVkY5WWtMUT01
      - ✓ Zoom #: 721-968-5892 & PW 31112

   f) If privacy is desired, enter something like "Contact Church for Address"

4. **Enter a Description**
   a) Write a description of your event as if you were writing it for **Creekside Life Magazine.**

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5. **Save the event**

6. **Edit the event** to select room selection, room set up and any other information you wish to add.

7. **Save it once again**.
   a) You have now submitted your request.

   b) You will receive an email once your event has been approved.

8. **PCO & The Creekside Website Calendar**
   a) Whatever is entered into the Time, Location & Event Title is what will be linked to the Creekside Website Calendar

   b) The default entry allows your event to link to the Calendar on the Website. If you do not wish your event to appear on the Website Calendar, click the monitor icon to "off."

   c) Think larger, more church-wide when determining what should be on the Website Calendar
      ✓ Small meetings, general planning meetings, etc. are probably not for the Website Calendar – use your discretion as to what is suitable
      ✓ The Communications Department will monitor and supervise the appropriateness of events for the Website Calendar

   d) NOTE : When Planning - The Website Calendar is only for Congregants
      ✓ Don't depend on it to be complete when determining when to have another new event
      ✓ When making a planning decision, go directly to Planning Center Online and open the monthly calendar to see all events & details.
      ✓ See Sandra or Karen Nowlan if you have questions

9. **The COVID – 19 Outdoor Event Request Form**
   a) The COVID-19 Outdoor Event Request Form is now completed through the Calendaring Facilities Request Process directly on Planning Center Online

   b) On PCO, when selecting Resources and marking "Outside Event Area," questions for the Outdoor Request & COVID Protocols will automatically appear.

   c) Complete those questions

   d) Requests must be submitted at least 7 days in advance of the event

   e) **The Facilities Coordinator** (Karen Nowlan) will be alerted

   f) Coordinator will pass the request on for Executive Approval (Kim Shepherd)

   g) The Executive Pastor (Bill Maxon) will be reviewing as well – more for an awareness of what is happening