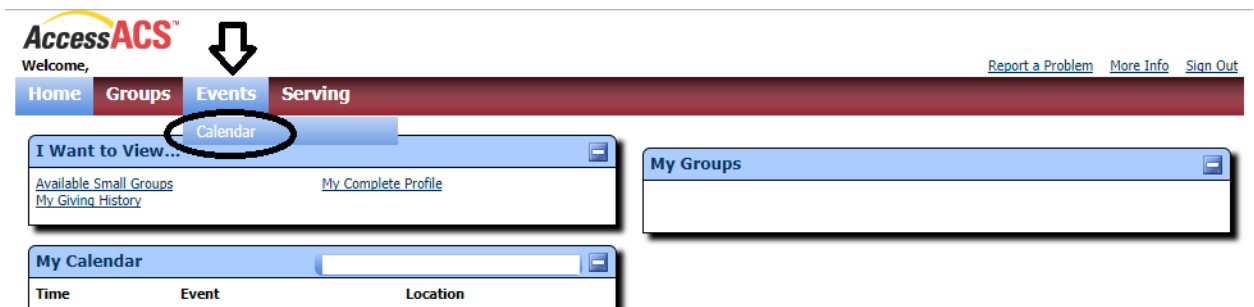
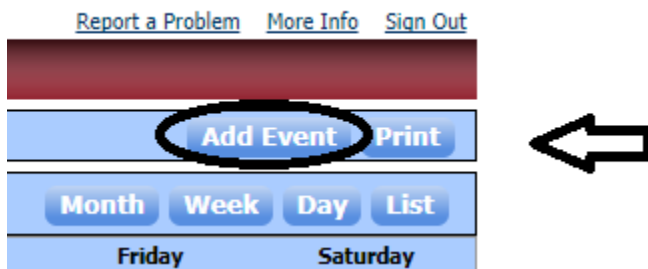


# To Reserve a Room:

1. Log in to **Parishioner Sign-In.** If you have not used our system before, see instructions [here](#).
2. Select **Calendar** from the **Events** menu.



3. Click the **Add Event** button in the upper-right corner. For details on completing the form, see the information below.

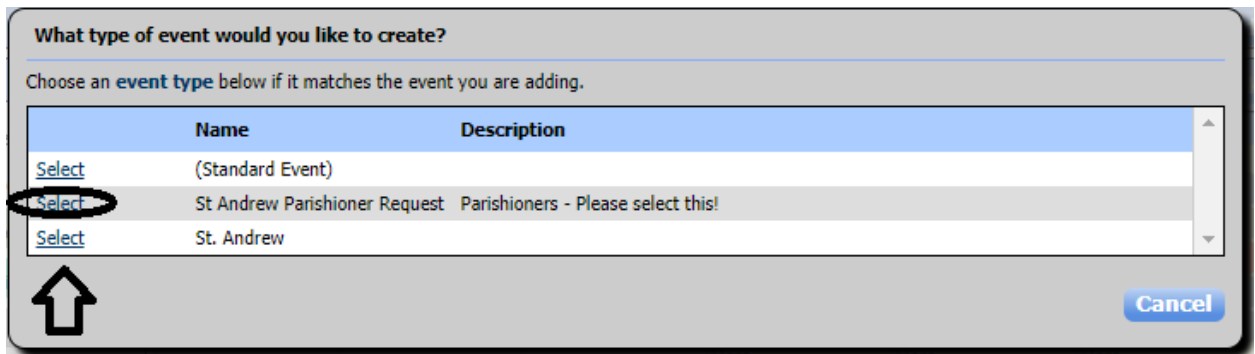


4. Fill out the form and click **Save**. Your room request will be processed within 2 working days. Please

check the Calendar at that time to verify your reservation has been accepted.

## How to Fill Out the Add Event Form


When you click on [Add Event](#), a box will appear asking you to select an event type – click [Select](#) next to **St Andrew Parishioner Request**.




What type of event would you like to create?

Choose an **event type** below if it matches the event you are adding.

	Name	Description
<a href="#">Select</a>	(Standard Event)	
<a href="#">Select</a>	St Andrew Parishioner Request	Parishioners - Please select this!
<a href="#">Select</a>	St. Andrew	

 [Cancel](#)

The following will appear:



# St. Andrew the Apostle Roman Catholic Church

Welcome, [Report a Problem](#) [More Info](#) [Sign Out](#)


**Home** **Groups** **Events** **Serving**


## Add/Edit Event


What's the name of your event?

What calendar do you want the event to show on? Booking Requests ▾

Is this a recurring event?  Yes  No

What time does the event start? 11/8/2017  8:00 AM  All Day

What time does the event end? 11/8/2017  9:00 AM

 [Click to add an image for this event](#)

Description of the event

500 Characters remaining [Check Spelling](#)

---

**Location Requests** [Add Location](#)

**St Andrew Parishioner Request Details**

Setup Time (in hours)  Cleanup Time (in hours)

---

**Resource Requests** [Add Resource](#)

[Save](#) [Cancel](#)

In the first box, enter the name of your event. This is the name that will appear on the Calendar.

**If this is a one-time event** - click on **No** and select the event start and end dates and times. Click **All Day** if it is an all-day event. Then move to the **Description of the event**.

**If this is a recurring event** - click on **Yes** and the following will appear:

Is this a recurring event?  Yes  No

What time does the event start?   All Day

What time does the event end?

Which recurrence pattern do you prefer?  Daily  Weekly  Monthly  Yearly

Every    day(s)

When does the event start?

When does the event end?  End after    occurrence(s)

End by

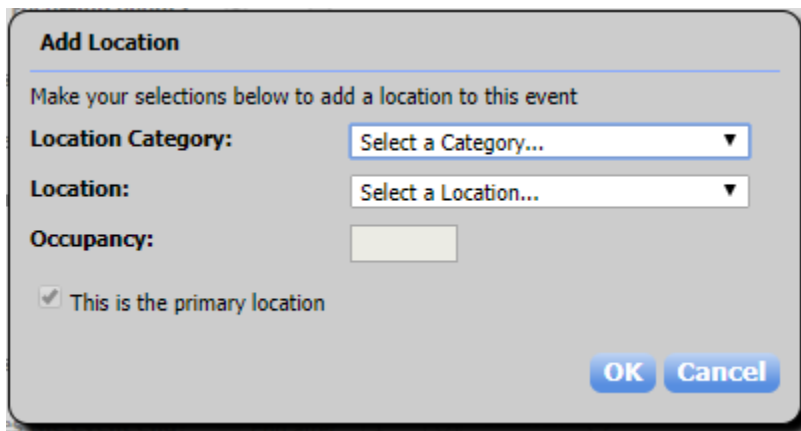
[Preview and make exceptions for recurring dates](#)

Select the event start and end times, or **All Day** if the room reservation is for an entire day. Select the type of recurrence – Daily, Weekly, Monthly or Yearly – and follow the selection choices. Select the start date, and either select that the event ends after a certain number of occurrences, or that the event ends on a certain date.

Click on **Preview** and make exceptions for recurring dates to see what days are selected. Selected dates will be in **bold**. Click on selected dates to remove them; click on other dates to add them. Click on **OK** when finished.

**Description of the event** Enter a brief description of the event. Please include the ministry or group name for the event here.

**Location Requests** Click the [Add Location](#) button to make your room selection(s). You will see the following:



**Add Location**

Make your selections below to add a location to this event

**Location Category:**

**Location:**

**Occupancy:**

This is the primary location

Click on [Select a Category](#) to select the section of the parish. Then click on [Select a Location](#) to pick the room. If this is the primary (or only) location, make sure [This is the primary location](#) is checked. Click OK when finished. Repeat this step for each room/location you would like to add. Please note that only one location can be the primary location. See the **List of Rooms** below to see what equipment is provided in each room before making your room selections.

## List of Rooms

Name	Capacity	Description
<b>Care Center</b>		
CARE 208	15	Tables (3), chairs, TV, DVD player, HDMI Cable, whiteboard
CARE 209	15	Tables (3), chairs, TV, DVD and VHS player, HDMI Cable, whiteboard
CARE 210	15	Tables (3), chairs, TV, DVD player, HDMI Cable, whiteboard
CARE 211	15	Tables (3), chairs, TV, DVD player, HDMI Cable, whiteboard
CARE 212/Youth	15	Couches, chairs, TV w/DVD player & HDMI Cable, TV on cart w/DVD player & HDMI cable, whiteboard
CARE 214	25	Tables, chairs, TV, DVD & VHS player, whiteboard
<b>ECC</b>		
ECC 101		Classrooms for ECC
ECC 102		Classrooms for ECC
ECC 103		Classrooms for ECC
ECC 104		Classrooms for ECC
ECC 105		Classrooms for ECC
ECC 106		Classrooms for ECC
ECC 107		Classrooms for ECC
<b>Main Building</b>		
FH 1-3	120	Fellowship Hall (92 ft x 46 ft ); TV; does not include kitchen
Hall 1 (parking lot)	40	Section of Fellowship Hall closest to parking lot
Hall 2 - (middle)	40	Middle section of Fellowship Hall; includes TV
Hall 3 - (kitchen)	40	Kitchen side of Fellowship Hall - does not include kitchen
Library	20	Long table and chairs
Main 1	15	Children's tables (3) and chairs
Main 2	15	Children's tables (3) and chairs
Main 3	15	Children's tables (3) and chairs
Main 4	15	Tables (3) and chairs
Main 5	15	Tables (3) and chairs
Main 6/Small Conference Room	12	Left of reception desk; table and chairs
Main 7/Large Conference Room	25	In office hall; long table and chairs
Main 8/Meeting Room	25	Right of reception desk; tables, chairs, TV, DVD player, HDMI cable, sink

**St Andrew Parishioner Request Details** Enter any setup or cleanup time (in minutes) in the next boxes.

**Resource Requests** If you need any equipment, click on [Add Resource](#) and you will see the following:

**Add Resource**

Make your selections below to add a resource to this event

**Resource Type:**

**Resource Category:**

**Resource:**

Quantity:

Select what you need. Please note that many rooms have TVs and DVD Players – check the **List of Rooms** above before requesting equipment.

Click on [Save](#) to submit your room request.