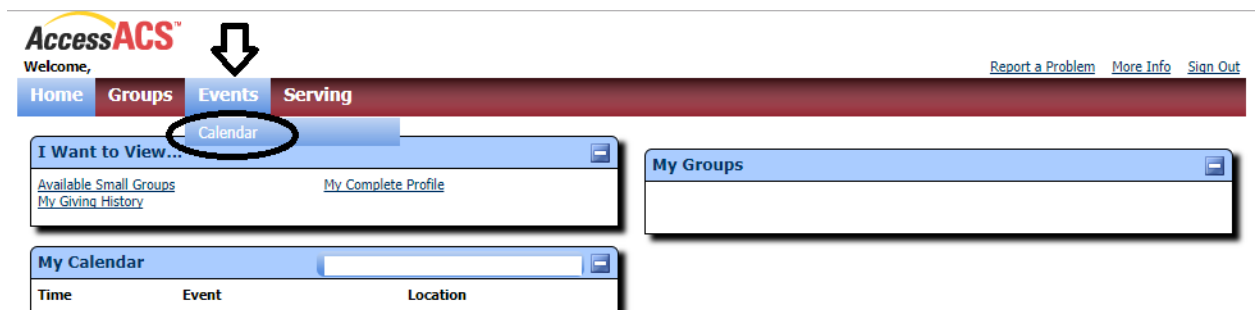
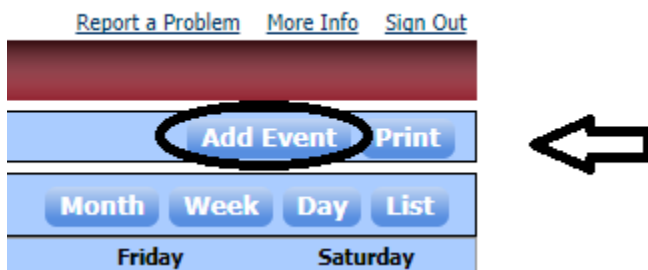


# To Reserve a Room

1. Click on **St Andrew Connect (On-Line Sign-In)** at the bottom of our webpage. If you have not used our system before, see **How to Create a Login** at the bottom of these instructions.
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**.

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	

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

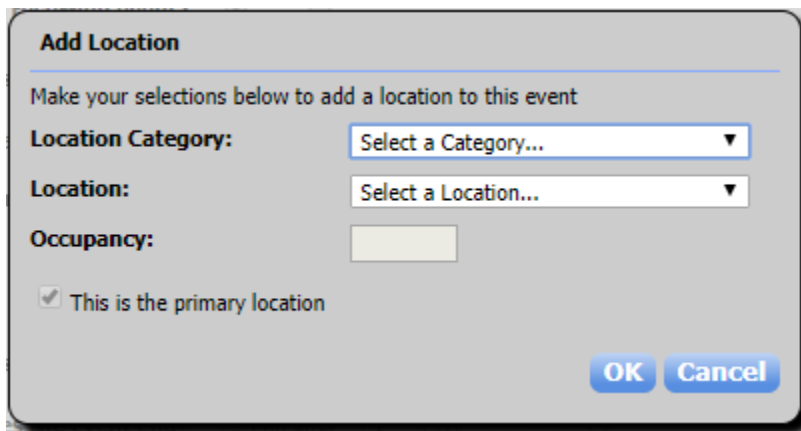
[Preview and make exceptions for recurring dates](#)

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

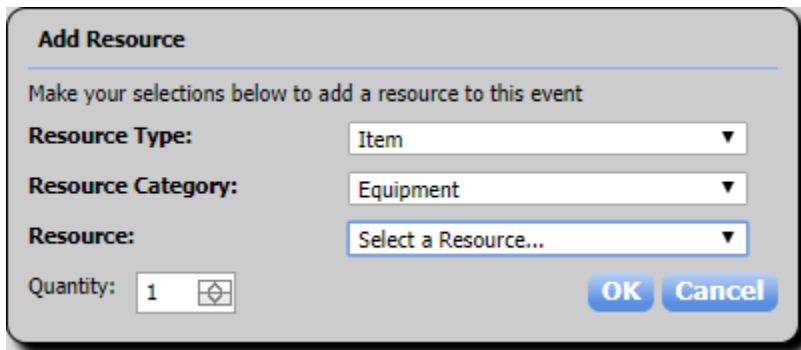
Click on [Select a Category](#) to select the section of the parish. Then click on [Select a Location](#) to pick the room. If this is the primary (or only) location, make sure [This is the primary location](#) is checked. Click OK when finished. Repeat this step for each room/location you would like 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:

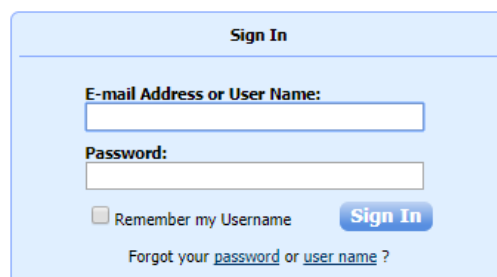
Quantity:

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.

## **How to Create a Login**

When you click on **St Andrew Connect (On-Line Sign-In)** you will see the following screen:



**Sign In**

E-mail Address or User Name:

Password:

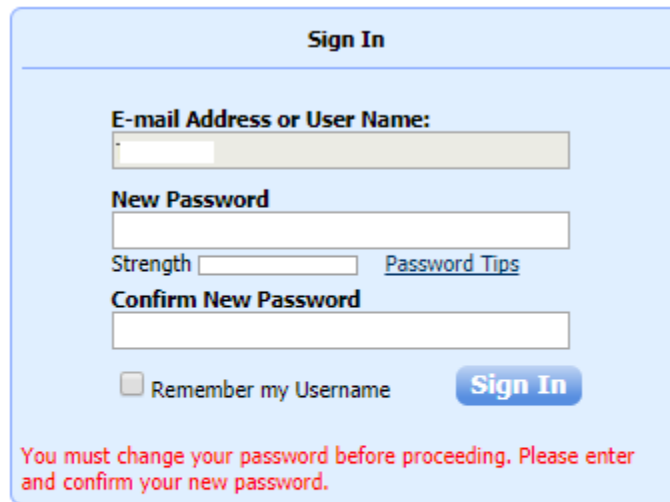
Remember my Username

Forgot your [password](#) or [user name](#) ?

**Need a login? [Click here](#)**

## **If you know your login and password:**

Enter either your login ID (also known as User Name) or email address and Password and click [Sign In](#). If you were given a temporary password, you will see the following:



The screenshot shows a 'Sign In' form with the following fields and elements:

- Sign In** (Title)
- E-mail Address or User Name:** (Text input field)
- New Password** (Text input field)
- Strength** (Progress indicator) and [Password Tips](#) (Link)
- Confirm New Password** (Text input field)
- Remember my Username
- [Sign In](#) (Button)
- Red text at the bottom: "You must change your password before proceeding. Please enter and confirm your new password."

**Need a login? [Click here](#)**

ACS Technologies [Privacy Policy](#) | [Terms of Use](#)

Enter a new password as indicated and click [Sign In](#). Please remember your password as you will need it the next time you log in.

## **If you need a login:**

Click on [Click here](#); you will see the following screen:



**Account Sign Up**

---

Don't have a user name and password? Enter your information and click **Find Me**. An e-mail containing your login information will be sent to you shortly.

**E-mail Address**

**First Name**      **Last Name**      **Suffix**

**Find Me**

**Already have a login? [Click here](#)**

ACS Technologies [Privacy Policy](#) | [Terms of Use](#)

Enter your information and click on Find Me. If we do not have an email on file for you, you will see the following message:

"We are unable to locate a record matching the information you provided. Please verify that the information you entered is correct and re-submit."

If you see this message, please send an email to [onlinehelp@saintandrew.org](mailto:onlinehelp@saintandrew.org) (include your name) and we will add your email to your account, create a login and send you a temporary password. If you don't see this message, then your email is in our records and we will send your login information and temporary password in an email. The first time you login you will be required to change your password.

Please note that you can login using either your email address or your login, so if you forget your login you can still enter your email address and password to log in.

**If you don't remember your login or password:**

Follow the instructions on the screen – click on password if you've forgotten your password. Click on user name if you don't remember your login or the email address that you used to create your login.

In either case, we will send you your login ID and temporary password. The first time you login you will be required to change your password.