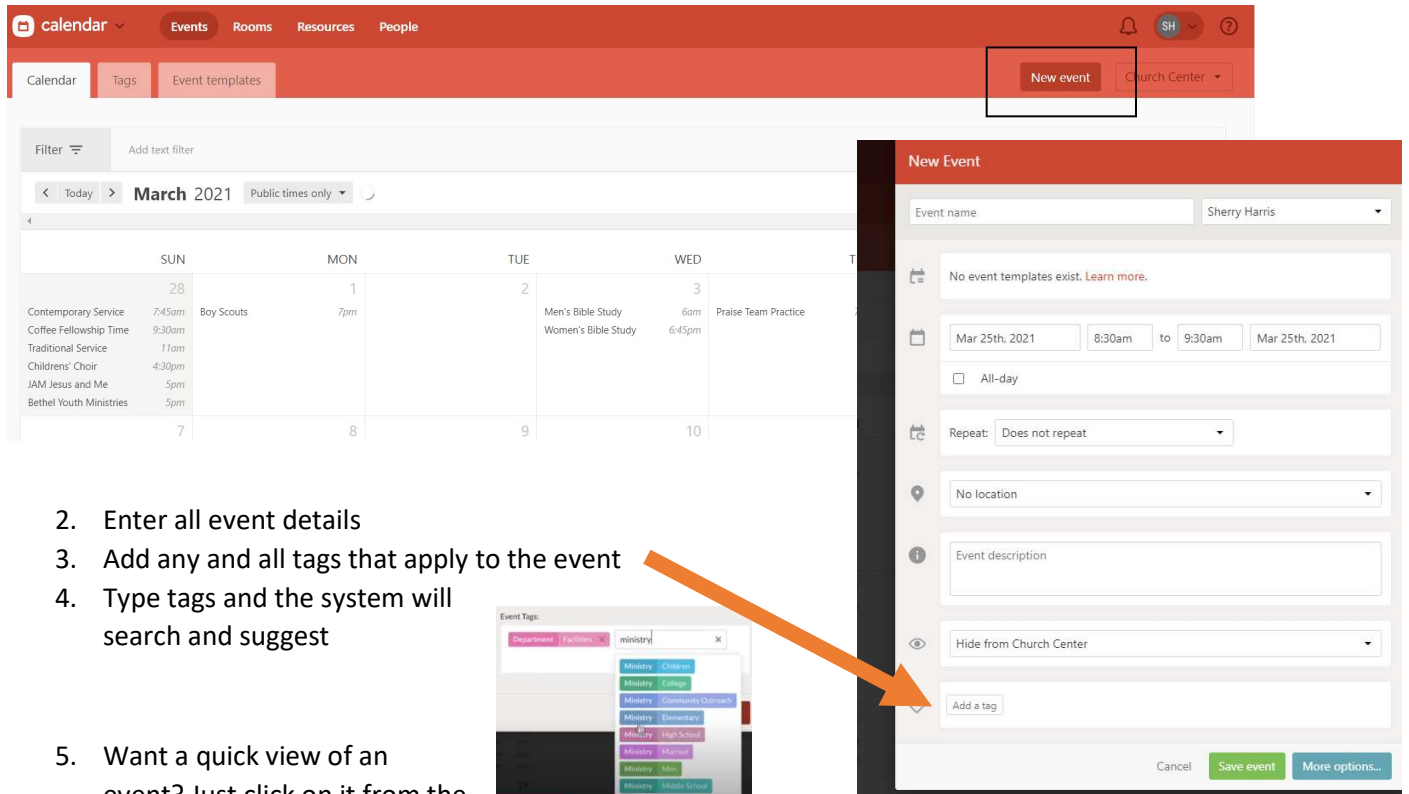




Calendar is a place to manage/view the master event schedule and track rooms and resources.

Creating New Events

1. Click **New Event**



The screenshot shows the Planning Center Calendar interface. At the top, there's a navigation bar with 'calendar', 'Events', 'Rooms', 'Resources', and 'People'. Below this, there's a 'New event' button highlighted with a red box. The main calendar view shows a grid for March 2021. To the right, the 'New Event' form is open, showing fields for 'Event name' (Sherry Harris), 'Date' (Mar 25th, 2021), 'Time' (8:30am to 9:30am), 'Repeat' (Does not repeat), 'Location' (No location), 'Event description', and 'Hide from Church Center'. An orange arrow points from the 'Add a tag' button in the form to a list of event tags. The tags are categorized by 'Department' and 'Facilities', with 'ministry' selected. The tags include: Ministry - Children, Ministry - College, Ministry - Community Outreach, Ministry - Deacons, Ministry - High School, Ministry - Men, Ministry - Women, Ministry - Youth, Ministry - Middle School.

2. Enter all event details

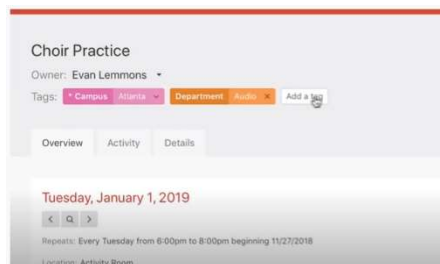
3. Add any and all tags that apply to the event

4. Type tags and the system will search and suggest

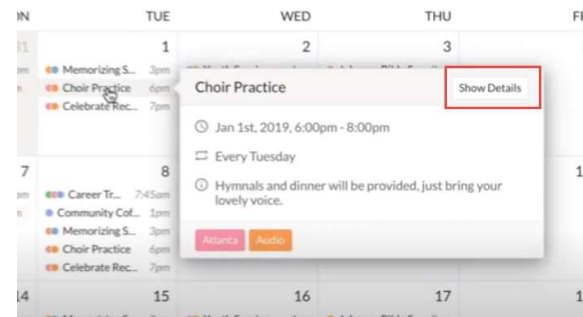
5. Want a quick view of an event? Just click on it from the calendar.

6. If you want to see more and make changes, click **Show Details**.

7. View and edit all event info including tags.



The screenshot shows the 'Choir Practice' event details page. It includes the event name 'Choir Practice', the owner 'Evan Lemmons', and tags 'Campus' and 'Atlanta'. Below this, there's a 'Show Details' button. The event details section shows the date 'Tuesday, January 1, 2019', the time '6:00pm to 8:00pm', and the location 'Activity Room'. It also shows the repeat schedule 'Every Tuesday from 6:00pm to 8:00pm beginning 11/27/2018'.



The screenshot shows the Planning Center Calendar interface with a 'Choir Practice' event highlighted. A 'Show Details' button is visible next to the event. The event details show the date 'Jan 1st, 2019, 6:00pm - 8:00pm', the frequency 'Every Tuesday', and the description 'Hymns and dinner will be provided, just bring your lovely voice.' The location is 'Atlanta'.

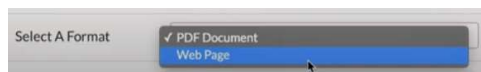
Running Reports in Planning Center Calendar

Use calendar filters to create targeted report.

1. Set up a simple filter
2. Or... select multiple filters and tags
3. Click **Run Report**

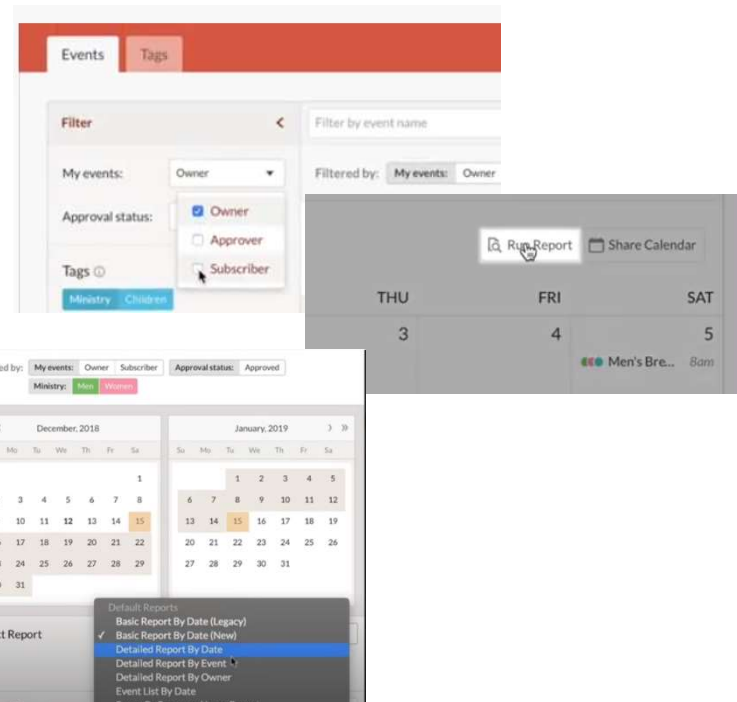
When you run this report, only the event that fits your filters will be included.

4. Select a range of dates
5. Select report type (see description of each report)
6. Select PDF or Webpage



PDF to download

Webpage to print directly from your browser





Calendar App is a place to manage/view the master event schedule and track rooms and resources on your mobile device.

