

Calendar User Permissions

Calendar users have different rights in the new calendar. These rights determine who may view, edit, and administrate over the various calendars and their properties.

Users are members of the ward who have registered for an LDS Account. They may subscribe to and view calendars.

Editors are designated ward members who may create events for certain calendars. Editors are designated by approvers or other editors.

Approvers are calendar administrators. They have editing rights to all calendars and may create or accept the submission of new calendars. By default, the bishop, his counselors, executive secretary, clerks, and ward website administrator are approvers. They may also designate other members as approvers.

Building Schedulers are individuals designated by the stake and have the responsibility of maintaining the list of resources in the building and resolving scheduling conflicts.

The following pages introduce the new calendar. Some functionality is only accessible with certain rights, as illustrated below.

	Users	Editors	Approvers
Ward Calendar	√	√	√
View Events	√	√	√
Selecting Subscriptions	√	√	√
Creating New Calendars	√	√	√
Creating Events		√	√
Managing Calendars			√

Ward Calendar

The screenshot displays the 'Ward Calendar' for February 2011. The main calendar grid shows events for each day of the week. On the right side, there are two panels: 'Subscribed Calendars' and 'Subscribed Locations'. The 'Subscribed Calendars' panel has checkboxes for Priesthood, Primary, Relief Society, Single Adults, and Special Events. The 'Subscribed Locations' panel has checkboxes for 'Events without Locations' and 'Mayfield, Shaker Heights'. The interface also includes navigation buttons for 'Week', 'Month', and 'Today', and an 'Options' button. Red circles with numbers 1 through 5 are placed over specific elements: 1 is over the 'Subscribed Calendars' panel, 2 is over the 'Subscribed Locations' panel, 3 is over the 'Month' button, 4 is over an event on Friday, and 5 is over the 'Options' button.

1. **Subscribed Calendars:** Calendars are layered by checking the boxes in this list. You may check or uncheck as many as you like.
2. **Subscribed Locations:** Check these boxes to view events scheduled at a location. Checking “Mayfield, Shaker Heights” allows you to view all the events scheduled at the building by the Mayfield and Shaker Heights Wards.
3. **Week or Month View:** Use these buttons to view the calendar by week or by month.
4. **Events:** Click on an event to see more details, such as starting time, ending time, location, etc.
5. **Options:** Use this button to explore the options associated with your account. Most of the features described in the following pages are accessed through the options.

View Event Details

The screenshot shows a dialog box titled "Event Details" with a close button in the top right corner. The dialog is divided into several sections:

- Calendar:** Relief Society
- Event:** Provident Living Meeting (marked with a red circle 1)
- Description:** A large empty text area.
- Location:** Mayfield, Shaker Heights
- Location Details:** An empty text area.
- Resources:** (marked with a red circle 3)
 - Use entire location for this event
 - Field (w/ grill)
 - For Information Only
 - Kitchen
 - Nursery (103)
 - Nursery (107 - 108)
- Start:** (marked with a red circle 2) format: 6 Apr 1830 9:30 a.m.
16 Feb 2011 7:30 p.m.
- End:** 16 Feb 2011 9:30 p.m.
- All Day:**
- Repeats:**
- Last edited by:** (marked with a red circle 4) [Name] [Avatar]
- Phone:** [Number]
- Email:** [Email]@gmail.com

[Cancel](#)

1. Event title and description
2. Start and end time
3. Location and resources used
4. Last person to edit the event. This will often be the person who created the event.

Selecting and Managing Subscriptions

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Welcome, [User Name] Sign Out Languages

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Kirtland Ohio Stake - Shaker Heights Ward

Automatically subscribe to new calendars.
 Notify me by e-mail when a new calendar is available.
 Allow calendar editors to send me e-mail reminders about events.

Ward Calendars

Calendar Name	unsubscribe	Allow reminders
Activities	unsubscribe	<input checked="" type="checkbox"/>
Administration	unsubscribe	<input checked="" type="checkbox"/>
Church-wide Events	unsubscribe	<input checked="" type="checkbox"/>
Features: Testing		
Leadership	unsubscribe	
Priesthood	unsubscribe	<input checked="" type="checkbox"/>
Primary	unsubscribe	<input checked="" type="checkbox"/>
Relief Society	unsubscribe	<input checked="" type="checkbox"/>
Single Adults	unsubscribe	<input checked="" type="checkbox"/>
Special Events	unsubscribe	<input checked="" type="checkbox"/>
Unofficial Social Gatherings	unsubscribe	<input checked="" type="checkbox"/>
Ward Choir	unsubscribe	<input checked="" type="checkbox"/>
Youth	unsubscribe	<input checked="" type="checkbox"/>

Stake Calendars

Calendar Name	unsubscribe	Allow reminders
Mayfield/Shaker Building	unsubscribe	<input checked="" type="checkbox"/>
Stake Activities	unsubscribe	<input checked="" type="checkbox"/>
Stake Athletics	unsubscribe	<input checked="" type="checkbox"/>
Stake Building Schedule	unsubscribe	<input checked="" type="checkbox"/>
Stake Calender	unsubscribe	<input checked="" type="checkbox"/>
Stake Meetings	subscribe	
Stake Music and Cultural Arts	unsubscribe	<input checked="" type="checkbox"/>
Stake Single Adults	unsubscribe	<input checked="" type="checkbox"/>
Stake YM/YW	unsubscribe	<input checked="" type="checkbox"/>

1. **Subscribe / Unsubscribe:** Click on these links to subscribe or unsubscribe to a calendar.
2. **Allow Reminders:** You may turn off e-mail notifications about events.
3. **Colors:** Customize the colors of your calendars for ease of reading or for aesthetics.
4. **Set your preferences** for subscriptions to new calendars, notifications of new calendars, and e-mail reminders.
5. **Create New Calendar:** Propose a new calendar for your ward or stake. New calendars must be accepted by an Approver before they are visible to you or other members.

Creating Events

Event Details

Calendar: ① Primary

Event: ② Winter Carnival

Description: ③

Start: ④ 19 Feb 2011 9:00 a.m.

End: 19 Feb 2011 10:00 a.m.

Location: ⑤ Mayfield, Shaker Heights

Resources: ⑥

- Use entire location for this event
- Baptismal Font
- Chapel
- Cultural Hall ⑦
- Field (w/ grill)
- For Information Only
- Kitchen

All Day Repeats:

Send an e-mail about this event (?) Now

Check for Conflicts Cancel

Scheduling Tips

- Do not reserve the entire location unless you actually need it. Ward activities and other large group functions are good examples of when you'll need the entire location.
- Make sure you specify the correct location. This is the only way to ensure you reserve the building for your event.
- If you specify the wrong location, no one will know that you need the building.
- Try not to schedule the end of your event too close to the start of another. Leave some set up/take down time for other events. If you're unsure of how much time another event will need for set up/take down, contact someone and ask.

Event Details

Calendar: Primary

Event: Winter Carnival

Description:

Start: 19 Feb 2011 9:00 a.m.

End: 19 Feb 2011 10:00 a.m.

Location: Mayfield, Shaker Heights

Resources:

- Use entire location for this event
- Baptismal Font
- Chapel
- Cultural Hall
- Field (w/ grill)
- For Information Only
- Kitchen

All Day Repeats:

Send an e-mail about this event (?) Now

Save Cancel ⑩

⑨ There are 3 possible conflicts with your event. | Assignment (0) Resource (0) Location (0) Event (3)

Events at other locations (3)

Unit/Scheduled by	Event/Date & Time	Location	Resources
1. Kirtland Ohio Stake 31 Dec 2010	YW/YM Dance @ Kirtland Stake Center 19 Feb 2011 12:00 a.m.-11:59 p.m.		
2. Kirtland Ohio Stake 5 Jan 2011	Youth Basketball 19 Feb 2011 8:00 a.m.-12:00 p.m.	Kirtland	
3. Kirtland Ohio Stake 5 Jan 2011	Youth Basketball (Gymnasium) 19 Feb 2011 8:00 a.m.-12:00 p.m.		

1. **Calendar:** Choose the calendar on which the event will be displayed.
2. **Event:** The text here will appear on the calendar
3. **Description:** Provides more detail about the event to users who choose to view it.
4. **Start and end date and time**
5. **Location:** This will normally be the building in which you meet, but may be another building for some events.
6. **Use entire location:** Should normally be left unchecked. See *Scheduling Tips*.
7. **Resources:** Select the rooms and other resources you intend to use.
8. **Check for Conflicts:** Submit the event information against other scheduled events.
9. **Review Conflicts:** Conflicts are listed and may include events without a designated location or other events at your location. If there is a conflict in one of the *resources* you've requested, you cannot save the event.
10. **Save:** If there are no schedule conflicts, save the event.

Create a New Calendar



1. **Name:** Name the new calendar
2. **Description:** Describe the purpose of the calendar
3. **Calendar Type:** Designate it as a ward or stake calendar
4. **Editors:** After clicking “Add editor by name,” type in the name of an editor. You may also add editors by calling.
5. **Create New Calendar:** Submit the new calendar for creation. New calendars must be accepted by an *Approver* before they are visible to members.

Managing Calendars

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Welcome, [User Name] Sign Out Languages

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Calendar Manage Calendars - Admin Options Help

Manage Calendars Manage Rights

New Calendars - Awaiting Approval

Existing Calendars - Viewable and Editable

SHAKER HEIGHTS WARD	DATE SUBMITTED	CREATOR	STATUS
Activities	Dec 7, 2009	[User Name]	Active Inactive
Administration	Dec 7, 2009	[User Name]	Active Inactive
Church-wide Events	Nov 4, 2010	[User Name]	Active Inactive
Leadership	Dec 7, 2009	[User Name]	Active Inactive
Priesthood	Dec 7, 2009	[User Name]	Active Inactive
Primary	Dec 7, 2009	[User Name]	Active Inactive
Relief Society	Dec 7, 2009	[User Name]	Active Inactive
Single Adults	Dec 7, 2009	[User Name]	Active Inactive
Special Events	May 4, 2010	[User Name]	Active Inactive
Stake Events	Nov 4, 2010	[User Name]	Active Inactive
Unofficial Social Gatherings	Feb 8, 2011	[User Name]	Active Inactive
Ward Choir	Mar 19, 2010	[User Name]	Active Inactive
Youth	Dec 7, 2009	[User Name]	Active Inactive

Removed Calendars - Salvageable for 30 Days

SHAKER HEIGHTS WARD	DATE SUBMITTED	CREATOR	RESTORE
Features Testing	Nov 16, 2010	[User Name]	Active Inactive

1. **Status:** Set a calendar's status as active or inactive
2. **Calendar Descriptions:** Open a calendar's properties for editing by clicking on its name. The editing screen is the same as for "Creating a New Calendar"
3. **Delete:** Delete a calendar. It will be placed in "Removed Calendars" and may be salvaged within 30 days.