

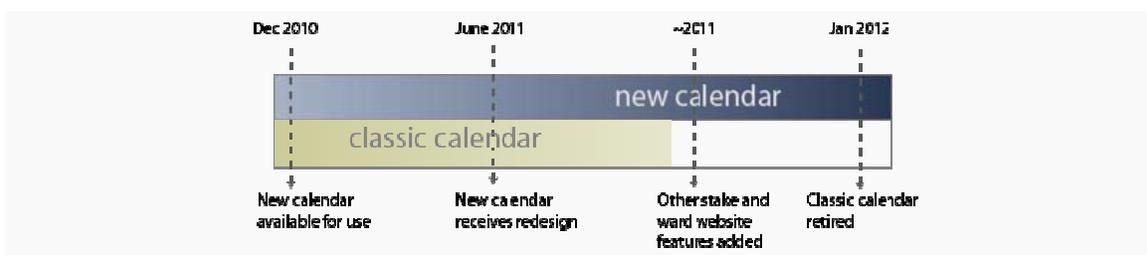
# Introduction to the Calendar

---

Wards and stakes are invited to begin using the new calendar. However, note that the calendar is still under development and will continue to mature through early 2011. A major redesign is scheduled for June of 2011.

Only the calendar and directory features of the local unit websites have been created; other local unit website features, such as news, schedules, and meetinghouse times, will be added over the course of 2011.

Because the new calendar is still under development, the classic stake and ward website calendar will be available through the end of 2011. Stakes and wards can use the calendar they feel most comfortable using.



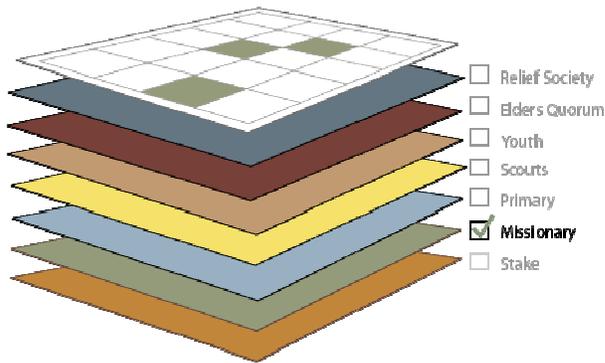
Timeline for the new and classic calendar. Enhancements and other improvements will be made to the calendar throughout 2011.

## *What's Different About the New Calendar?*

---

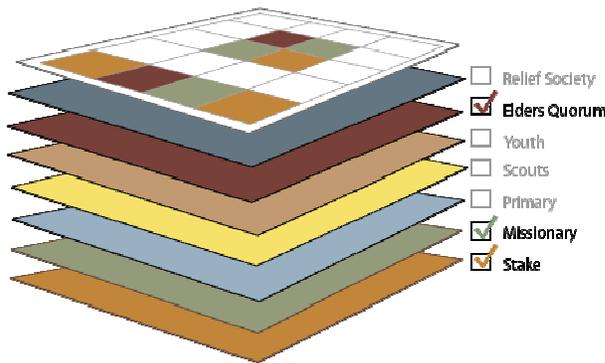
The new local unit calendar supports multiple distinct calendars (for example, a Ward Activities, Young Womens, Bishopric, Fireside calendar, and so on). The events for each calendar are automatically displayed on your main calendar view in a layered view. You can personalize your view by turning off the calendars you don't want to see.

For example, suppose you're a ward missionary leader and you want to create a Missionary calendar for the ward. Go to **Options > Create Calendar** and create the calendar for the ward. After a ward approver approves the calendar, it will be visible to all members in the ward. If a member doesn't want to view the calendar, he or she can unsubscribe from the calendar or simply toggle off the calendar in the list of Subscribed Calendars.



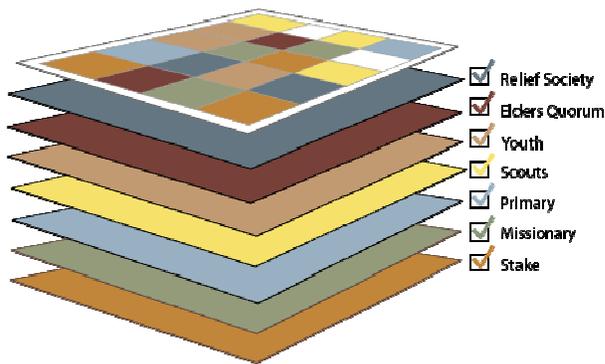
In this view, only one calendar, Missionary, is selected. Because the other calendars aren't selected, their events don't appear on the calendar's main view.

The layered nature of the calendar allows each member to personalize the calendar view with relevant events.



In this view, the Elders Quorum, Missionary, and Stake calendars are selected, so those events appear on the main calendar view. The other events are hidden, but can easily be toggled on if you want to see the events.

If you were to select all the calendars, the events on your main calendar view would look fairly busy, assuming your ward has a substantial number of calendars.



In this view, all the calendars are selected, so the calendar's main view is full of events.

In addition to creating an infinite number of calendars for your ward or stake, you can also control who can edit the events on the calendar. When you add someone as an editor for the calendar, that person can add or remove events on the calendar. You can

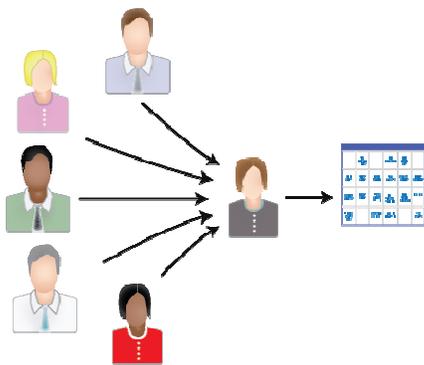
add calendar editors by name or by calling. Additionally, you can restrict who can view your calendar by making it private.

To avoid building conflicts, you can designate a location and room for your events. The stake manages the list of locations in the stake, and then designates ward building schedulers to manage the location details and resources at that location. All other calendar editors in the same stake can check to see if other events are taking place in the locations they want to schedule.

### *A Cultural Shift in Scheduling*

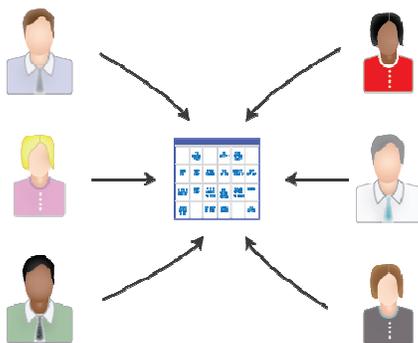
---

The new calendar poses not just new functionality but an entirely new mindset around scheduling. With the old calendar, you had to route all events through a scheduler. This scheduler managed locations and made sure all events were well-coordinated.



In the old calendar model, everyone who wanted to publish an event on the calendar sent it through a designated calendar editor.

The model worked to some degree, but given the number of groups and the complexity of schedules, the single-person-scheduling-everything model has been replaced with a distributed scheduling model. Now everyone who is a calendar editor can schedule events on calendars for which they have rights. There's no need to push events through a specific ward or stake scheduler to schedule an event.



With the new calendar, everyone has the potential to publish and manage events on the calendar. This distributed publishing model helps everyone keep the calendar up to date.

For many, this distributed scheduling model may seem frightening, but there are several safeguards in place to prevent chaos.

First, the building schedulers can reserve locations for specific groups at specific times (for example, they can reserve the cultural hall of a meetinghouse for the 1st Ward on Tuesday nights). (See [Reserving Locations and Resources](#).) When calendar editors create events, if one ward already has a location reserved, the other ward won't be able to schedule an event at that location.

Building schedulers can also reserve blocks of time even without allocating the time to a ward. A building scheduler might reserve a location or resource simply to lock it down from being scheduled by members.

Additionally, even if no location is reserved, the system will not allow two events to be scheduled at the same time in the same location. This will prevent resource overlaps from occurring.

Finally, if there is a conflict (for example, if the Relief Society holds enrichment the same night as a Scout Roundtable) and there needs to be an adjustment, the building scheduler can make modifications to the events. A building scheduler has the capability to change the details of any event that takes place in a location for which the building scheduler is assigned.

Even with these safeguards, the new calendar requires some degree of trust and familiarity. It poses a cultural shift in scheduling as much as a technical one.

## *Principles of Scheduling*

---

As you use the calendar, keep in mind the purpose of scheduling within the Church: to plan faith-promoting meetings and activities and to ensure that family time is protected.

As Elder Dallin H. Oaks counseled, "Stake presidencies and bishoprics need to exercise their authority to weed out the excessive and ineffective busyness that is sometimes required of the members of their stakes or wards. Church programs should focus on what is best (most effective) in achieving their assigned purposes without unduly infringing on the time families need for their "divinely appointed duties" (["Good, Better, Best" General Conference October 2007](#)).

## *Roles*

---

### **Members**

As a member of your ward or stake with an LDS Account, you can view the calendar. You are automatically subscribed to all public ward and stake calendars that have already

been created. You can change calendar colors, unsubscribe from calendars you don't want to see, print the calendar, and sync the calendar with a third-party calendar. You can also create a new calendar, but the new calendar must be [approved by a calendar approver](#) before you can add events to it and before other members can see those events in their calendar view.

## Editors

Calendar editors can add and manage events on a specific calendar. If you [created the calendar](#) and the calendar is approved, you are automatically designated as an editor for that calendar. As an editor, you can also [designate additional editors](#) for your calendar.

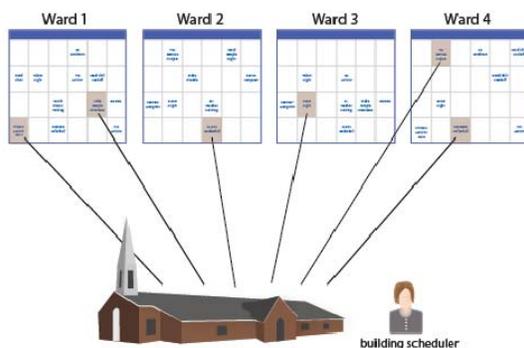
**Note:** You don't need to designate someone as an editor if that person is already an approver, since approvers by default have editorial rights for every calendar in their respective ward or stake stewardship. The only exception is with private calendars. Approvers have limited viewing rights with private calendars. For more information, see [Make Your Calendar Private](#).

If you used the Calendar Setup Wizard to bulk create calendars for your ward, the leadership roles appropriate to each calendar were already added. For example, if you created a Bishopric Calendar, the bishopric, executive secretary, and clerk were already added as editors for the calendar.

## Building Schedulers

Stake default approvers (including the stake building specialist) designate one or more ward building schedulers for each location. The building scheduler has three main rights:

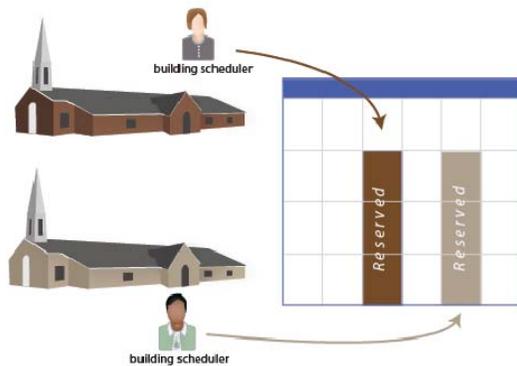
1: Building schedulers have complete control over the events taking place in their locations, regardless of the calendar.



The building scheduler can update/overwrite/change any event that is scheduled in his or her assigned location, regardless of the calendar.

The building scheduler's rights stop, however, when the event's location is not at their location.

2: The building scheduler can reserve locations for wards at specific, recurring times.



The building scheduler can reserve event times for specific wards as long as the events take place in the building scheduler's location.

When a block of time is reserved, only that ward or the building scheduler can schedule an event during that time at that location.

3: Building schedulers can change details about resources available at their location.



The building scheduler can change details about the resources available at his or her location.

Building schedulers can define all the rooms and resources they want to be available to schedule at their location.

Note the following:

- If an event has *No Location* selected, you can change the location to your designated location and save the event. You will then have control over the event.
- You cannot assign someone outside your stake to be a building scheduler, even if the person meets in your stake's location. (Although uncommon, some stakes share the same meetinghouses.)
- It may seem as if you can edit events from all calendars, but if you try to save the event without selecting your designated location, you'll see an error.

## Approvers

In their respective domains (that is, ward or stake), ward and stake approvers can approve new calendars. They can make calendars inactive and remove calendars in cases of misuse or lack of use. They can also manage events on calendars. [Designating members as approvers](#) can expedite the creation and use of new calendars.

Approvers have the same rights as default approvers except for the ability to designate new approvers.

## Default Approvers

Default approvers have the same rights as approvers, except that default approvers can also add and edit approvers. At the stake level, default approvers can manage locations and add building schedulers too. Default approvers for ward calendars include the following:

### *Wards*

- Bishop
- Acting ward leader
- Bishopric first counselor
- Bishopric second counselor
- Ward executive secretary
- Ward clerk
- Ward assistant clerk
- Ward assistant clerk – finance
- Ward assistant clerk – membership
- Website administrator

### *Branches*

- Branch president
- Acting branch leaders
- Branch presidency first counselor
- Branch presidency second counselor
- Branch executive secretary
- Branch assistant clerk
- Branch clerk
- Branch assistant clerk – finance
- Branch assistant clerk – membership

## *Need more help?*

---

For additional Help and answers to frequently asked questions, click on the Help button to the upper right of the calendar.