

# Procedure for Scheduling a meeting at Holy Apostles

## Scheduling Guidelines:

When you schedule an event in the Gym, Lofy Hall or Johnson Hall Allow at least one hour between events. This is to allow sufficient time for set-ups, takedowns, and the change over of attendees.

The time you enter in the request will be the time posted in the bulletin and on the calendar. Thus the attendees will expect to be able to show up at the start time shown. If you need extra time for set-up or takedown consider making two requests (one for set-up and the second for the actual event).

If a group is using the room after your event, (especially on weekends) you maybe required to set-up for the next event. If this is necessary the Manager of Building & Grounds (Mike Wondra) will contact you with the required set-up information

## 1. Confirm the desired date/time/location is available in the main parish facilities calendar.

Go to the Holy Apostles website (www.hanb.org)

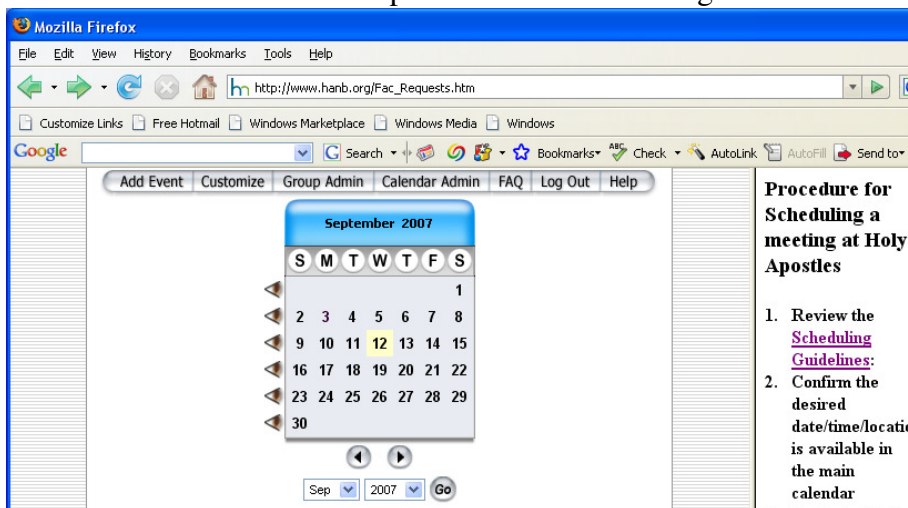
Click on "Calendar"

Click on "Search Parish Calendar"

(Note if the month you are interested for scheduling does not show on the screen you can change the calendar date range in the upper left side of the screen.)

## 2. In the upper Right Corner of the Facilities Calendar you should see this link. [Schedule a Meeting Here](#)

Click this link to open the schedule meeting screen.



The Add Event form will appear and the following information should be filled in.

**Add Event**

Submit Reset

**Event Description:** This is a training session the teach the basics of the facilities calendar.  
JoeUser@hanb.org

**Event Date:** Mar 10 2007

**Optional Event Information**

**Start Time:** 7:00 AM PM Note: 12 AM is midnight, 12 PM is noon

**End Time:** 8:00 AM PM

**Event Title:** Calendar Training  
(If a title is entered, it will be displayed rather than the description. Viewers will click it to see the description.)

**Time Zone:** Central Time (US & Canada) [GMT-6]

**Location:** Lofy Hall

**Event Owner:** admin

**Repeat:**  Do not repeat this event  
 Repeat every [Day] [Week] [Month] [Year]  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat  
 Repeat on the [First] [Sun]

**Event Description:** This provides a detailed description of your event. Once the event is entered into the calendar if a user clicks on the event they will receive this detailed description. **Reminder: Make sure you include your e-mail address or telephone number in this field so that the calendar administrator can confirm your event has been entered into the Parish facilities calendar without a conflict. Remember your event has not been approved or the room reserved until you receive confirmation from the calendar administrator.**

**Event Date / Start Time / End Time:** These must be entered.

**Event Title:** This is a short description of the event that displays in the calendar grid.

**Location:** Choose the location you want to have the meeting.

**Repeat:** If the event is a repetitive event choose the repeat cycle and the end date.

**Do not use the Reminder and Copy Event sections of the form.**

4. **Click the Submit button to request the event.**
5. **Your event should now show up on the right side of the window.**
6. **Repeat steps 1-4 for as many events as you have.**
7. **Once you have submitted your event an e-mail will automatically be sent to the calendar administrator (parish secretary [rmueller@hanb.org](mailto:rmueller@hanb.org))**
8. **The calendar administrator will confirm your event does not conflict with other events and confirm acceptance of your event and transfer your event to the main facilities calendar. You will receive confirmation of your event if you have provided the required e-mail address or phone number in step #1.**