

# Calendar Overview

The Calendar application is primarily used by the Church Administrator to keep track of all meetings and group activities which require church resources, especially for facility usage. There is a function in the Calendar application to track the usage of rooms and for other resources, such as media equipment.

The Calendar application requires a subscription fee, which is determined by the number of rooms which are reserved in the application. We currently use the lowest subscription level, which is for ten rooms, and we have all of these assigned.

The Calendar application receives "feeds" from the Groups application, so that events which are scheduled in Groups will be automatically sent to Calendar. There is a setting function in Calendar to determine which groups are enabled to feed events like this.

The Calendar application also feeds event information into another form of calendar in the church member application Church Center. Whether or not an event is sent to the public calendar in church center is determined by a setting on the event in the Calendar application.

So, the information flow is: Group Events -> Calendar -> Church Center Calendar.

Our current process is to schedule events for outside groups, such as AA, directly into the Calendar application, rather than in the Groups application.

The administration for Calendar is primarily done through a Windows workstation, but there is also a mobile application for access.

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