

Cannon Stake Online Calendar Guide

Resources:

<https://www.churchofjesuschrist.org/tools/help/getting-started-with-calendar?lang=eng>

Roles:

- Members - Access Calendar through Church Tools
- Calendar Editors (Organization Leaders – EQ, RS, YW, Primary Presidencies)
 - With approval from bishopric
 - Create events as needed.
 - Edit events as needed.
 - Update THEIR ORGANIZATION's calendar if needed.
- Ward Administrators
 - Enable default ward calendars.
 - Create other ward calendars if needed.
 - Update ward calendars as needed.
 - Review Events & Manage Editors (also train editors on the roles)

*****Note – Only Bishopric members should enter private member events, member events should only be placed on ward calendars, not on organizational calendars*****

Entering Events:

1 - Begin the title of each event with ward designation...

Cannon 1st Ward	- 1st Ward
Cannon 5th Ward	- 5th Ward
Cannon 9th Ward	- 9th Ward
Poplar Grove Ward	- PG Ward
Cannon 6th Ward	- 6th Ward or Barrio 6

2 - Complete title with concise description (include Auxiliary if applicable, ie. Primary, RS, EQ, etc)

3 - Enter details - What, When, Where. BE AS SPECIFIC AS POSSIBLE.

- Set **start time** of the actual event, not when you need the facility – select appropriate **set-up** and **clean-up time** for when you need the facility.
- Select only the rooms you need for the activity.

Examples:

- **"5th Ward - Member Activity"** - (in Event Description) The Smith Family is holding a family reunion. Time: 12pm – 8pm (Setup time: 60min, Cleanup time: 30mins)
- **"Barrio 6 Summer Social"** - (in Event Description) La Barrio 6 organiza su tradicional Fiesta de Verano de la Rama. Todos son bienvenidos. Se recomienda traer un plato para compartir. 4pm – 7pm (Setup time: 2 hours, Cleanup time: 30mins)
- **"PG Ward Christmas Party"** - (in Event Description) Poplar Grove Ward's Christmas Party. Come enjoy dinner and a possible surprise visit by Santa himself. Bring a gift to be donated to Toys For Tots, and invite your neighbors. 6pm – 8pm (Setup time: 24 hours, Cleanup time: 1 hour)