Why Planning Center Calendar?
Planning Center Calendar assists us in keeping our campuses secure and helps us avoid scheduling conflicts for meetings and events. Having a system in place to request rooms and resources lets us know who is using the campuses throughout the week and can ensure that our facilities are safe, clean and ready for the next use.

How to Access Calendar:

New Users
All new users need to be added into Calendar by an administrator. Contact your Campus Admin or email info@bridgecitypgh.com for access.

Website URL
calendar.planningcenteronline.com
*If you are on the Planning Center Services page, you can quickly access Calendar by clicking the drop down arrow next to **Services** in the top left corner, and selecting **Calendar.** You will need to be added into Calendar first for this option to be accessible.

App
The **Planning Center Calendar** app is available to download on Android and Apple devices. Follow these same instructions for requesting rooms and resources through the app.

All room and resource requests should be made seven days in advance to allow enough time for approval. If a request is made less than seven days in advance, please also reach out to your Campus Admin or the church office directly.

Webpage

The calendar on the main **Events** home screen shows every event for the whole church. To see your campus's events, click on your **Filter** arrow in the left column and your campus's **Tag.** To see an event that you've created, select the **My events** dropdown and click on the **Owner** box.

Creating an Event

To Request rooms and resources, click **New Event** on the main **Events** page.

Fill out **Event Name,** choose an invite Owner (if it isn't you), add a date and time, select if the event repeats, and write a brief **Event Description.** The **Event location** box does not need to be filled out as long as your are using a campus tag. Select a **Campus Tag** by clicking the tag dropdown arrow. Click **Submit** when you are finished.

Once you are finished, click **Create** in the bottom right corner.

You are not done yet!

Your event has been created, but now you need to request the rooms and resources that are needed fo the event.

Start by clicking the green **Edit** button. On the next screen, you will be able to add setup and teardown times for the event and request your rooms and resources.

TEST

Subscribe ▾

Owner: Austin Grbach ▾

Tags: * Campus   North Braddock ▾   Add a tag

Last edited by: Austin Grbach

Overview   Activity   Details

📄 Run Report   🗓 Share

Thursday, February 27, 2020

Edit   Duplicate...   🗑

Repeats: Does not repeat

Location: *None*

Schedule

Room & Resources

TEST 🗓 🖥

1:00pm – 2:00pm

No rooms or resources.

🗓 Visible on Calendar   🖥 Visible on Kiosk

Begin selecting a room by hitting the **Browse** button next to **Search for a room…**

Friday, February 28, 2020

Repeats: Does not repeat   Modify Recurrence...

Location: Add a location

Schedule	Add custom time

≡	Setup	📅 🖥		to		🔒
≡	TEST	📅 🖥	1:00pm	to	2:00pm	🔒
≡	Teardown	📅 🖥		to		🔒

Overall Time   1:00pm – 2:00pm

Room & Resources

Search for a room...   Browse

Resources not in a room

Search for a resource...   Browse

Select your campus's folder and the room that you would like to request. You can add a resource request to your room request by clicking the red **Browse** button next to **Search for a resource…**

You can add a second room to your request by clicking the gray **Browse** button next to **Search for a room…**

You can make a resource request without requesting a room by clicking using the **Resource not in a room** selection.

If a room that you are requesting typically has a set amount of resources (tables and chairs) already there, you do not need to request those. Contact your Campus Admin if you have questions regarding how a room is set-up.

Room & Resources

Search for a room...   Browse

| ≡ | ▸ | ● | Cafe 🖥 | ✕ |

Search for a resource...   Browse

Resource

RESOURCES

◂   Kitchen

🔲 Beverage Dispenser 3 Gallon Clear
     North Braddock/Kitchen

🔲 Beverage Dispenser 5 Gallon

Sear

Click on **Save changes to this date…** in the bottom right hand corner.

Now you are all finished!

The Calendar App follows a very similar process to the webpage for requesting rooms and resources.

You will be notified once your event is approved or denied.