



BRIDGECITY
CHURCH

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.

The screenshot displays the church events calendar interface. At the top, there are tabs for "Calendar" and "Tags", and a "New Event" button. Below the tabs is a "Filter" dropdown menu, which is highlighted with a red box. To the right of the filter is a search box labeled "Filter by event name" and buttons for "Month view" and "Table view".

The main calendar area shows a monthly view for February 2020. The days of the week are listed at the top: SUN, MON, TUE, WED, THU, FRI, SAT. The dates 26 through 31 are shown, with events listed for each day. For example, on Sunday the 26th, events include "EL Van 12:30pm" and "VB Lessons - Sun 1pm".

On the right side, there is a "Filter" sidebar. It has a "Filter" title and a back arrow. Below the title is a "My events:" dropdown menu, which is highlighted with a red box. Below that is an "Approval status:" dropdown menu. Further down is a "Rooms & Resources" section with a search box. At the bottom of the sidebar is a "Tags" section with a title and an "All tags" dropdown. The tags listed are "Campus Brighton Heights", "Campus East Liberty", "Campus Murrysville", "Campus North Braddock", and "Campus White Oak". The "Tags" section is also highlighted with a red 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.

The image shows a 'New Event' form with the following fields and options:

- Event name:** Text input field.
- Owner:** Dropdown menu showing 'Austin Grbach'.
- Date and Time:** Calendar icon, date input 'Feb 27th, 2020', time input '1:00pm', 'to', time input '2:00pm', date input 'Feb 27th, 2020'.
- Repeat:** Dropdown menu showing 'Does not repeat'.
- Event location:** Text input field.
- Event description:** Text area.
- Campus Tag:** Dropdown menu showing '* Campus Select...' with a red box around it. Next to it is an 'Add a tag' button.
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom right.

You are not done yet!

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

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 X

Search for a resource... Browse

RESOURCES

< Kitchen

Beverage Dispenser 3 Gallon Clear
North Braddock/Kitchen

Beverage Dispenser 5 Gallon

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

The screenshot displays a room booking interface with two main panels: 'Schedule' and 'Room & Resources'. The 'Schedule' panel on the left contains three rows: 'Setup', 'TEST', and 'Teardown'. The 'TEST' row is selected and shows a time slot from 1:00pm to 2:00pm. Below the schedule is an 'Overall Time' summary for 1:00pm - 2:00pm. The 'Room & Resources' panel on the right shows a search for a room, with 'Cafe' selected. Underneath, resources are listed, including '1 Dry Erase Board with Easle'. There are search bars for rooms and resources, and 'Browse' buttons. At the bottom of the interface, there are two toggle switches: 'Visible on Calendar' and 'Visible on Kiosk'. In the bottom right corner, there are two buttons: a red 'Cancel' button and a green 'Save changes to this date...' button, which is highlighted with a red border.

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.