

NEGA RESA Calendar Changes

1. Support Staff team members will have access to the calendars of those they support on the Leadership team.
2. Room reservations can be made by either the Support Staff member or the Leadership team member on their “personal” work calendar. The process for reserving the room for an event remains the same.
3. If invites for the event need to be sent then they will be sent from the event that was created in step 2.
4. This will ensure that only the support staff member and the leadership team member have access to modify or delete events and room reservations they created.
5. Through some special computer magic Jackson has conjured up behind the scenes, all of the events with room reservations will appear on the Event Calendars that are viewable by all members of RESA and have been shared with you. If you have trouble viewing the event calendars, please email Jackson Blankenship (jackson.blankenship@negaresa.org)
6. The Event Calendars are view-only which means that staff will be able to see it, but they will not be able to modify events from it.
7. If an event needs to be modified, it will be done from the original event that was created by the support staff member or the leadership team member and changes will be reflected in the Event Calendars.