UUYO Event Calendaring Practices

4/8/2012, updated 8/2/2015 (IFTTT), and 12/28/2015 (PrintMyCal) - Matt Alspaugh

Objectives

We establish event calendaring practices to meet the following objectives:
- Improve communications about calendared events,
- Avoid schedule conflicts,
- Allow us to program heat and air conditioning for building use,
- Provide accountability according to building usage policies,
- Provide a record of booked building use.

Practices

Practices for Those Wishing to Calendar Events

- All events must be calendared through the office, except very small, informal meetings (which must be willing to relocate at a moments notice.)
- All events or activities must be related to church programming or mission (see building use policy for more detail.)
- Space is generally made available on a first come first served basis. Exceptions may be negotiated (e.g. an outside group may be asked to give up a regular meeting location with advance notice for church events)
- Persons wishing to calendar events or activities should send the event, date, time and room desired to the church administrator by email (to office@uuyo.org) or phone. Generally events can be calendared during office hours, but some events may need approval by the minister or board.

Practices for Staff

- Contact minister or board president for guidance on unusual requests, pricing for new outside users, or questions about event relationship to mission or church programs.
- Check the electronic calendar to see that there are no calendar conflicts.
- Place the events on the electronic calendar (Google calendar). Indicate rooms needed. See list below for codes.
- Print out paper calendars as needed. PrintMyCal (www.printmycal.com) is helpful here. See procedure, below.
- In cold weather, program the thermostats to heat rooms when they will be used.
- IFTTT.com* will generate an email to the office and minister for each new calendar event added.

Room Codes

These rooms are on the Channing Hall heat thermostat:
SA – Sanctuary
CH – Channing Hall
KI – Kitchen

These rooms are on the Patio Room heat/AC thermostat:
1R – All first floor RE wing rooms
SL – Schweitzer Lounge
PR – Patio Room
CC – Children's Chapel

These rooms are on the Youth Room heat/AC thermostat:
2R – All second floor RE wing rooms
BR – Board Room
YR – Youth Room
CR – Chalice Room
NU – Nursery

Other useful codes:
AC – All of the Church
OS – Off Site

* see https://ifttt.com/myrecipes/personal/25890921 (login malspaugh)

PrintMyCal

This is a helpful tool for printing nice looking calendars in PDF or for generating a table in RTF (for Word) with a month calendar in it.

You must have the church calendar as a shared calendar on your google account (e.g. office@uuyo.org) See https://support.google.com/calendar/answer/37100?hl=en to set this up.

1. Go to http://www.printmycal.com/
2. Step 1 - Sign in with your google account.
3. Step 2 - Name and set up your calendar (you only need to do this once)
4. Step 3 - Pick the calendar(s) you want to print
5. Step 4 - Choose the months to include and download or print.