

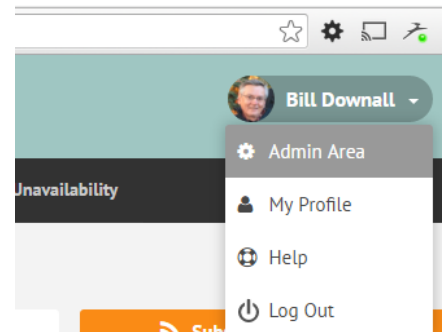
FUUSE Calendar User Guide

Log in to the Church Management System - and find the "Admin Area"

<https://fuuse.elvanto.net>

You must log in to be able to create an event on the FUUSE Calendars.

If you do not have a username and password, send an email to webmaster@exeteruu.org and ask for a link that allows you to create your own password and log in. Once you are logged in, to create an event, go to the "Admin Area" by pulling down the menu by your name at the upper right, and selecting "Admin Area."



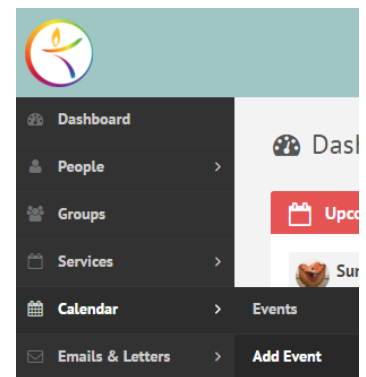
Creating an Event

Once you have the menu bar down the left side, you are in the Admin Area. Move your mouse pointer over "Calendar," then click on "Add Event"

When an event is created in the Calendar, there are many fields available. Almost all of them are important, and failing to fill them in properly can hurt your ability to communicate accurately and with the right people about your event.

Name

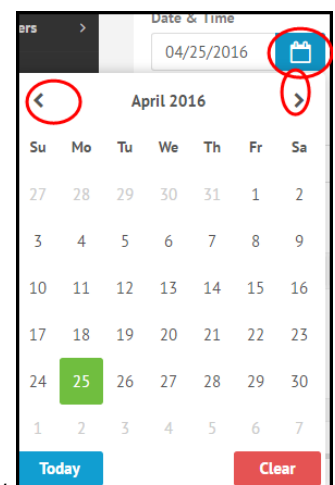
The "Name" field is where you enter *the title of your event* -- "OWL (Our Whole Lives)" in the illustration. This name will appear any time anything about this event appears in any version or view of the calendar.

A screenshot of the "Add Event" form. At the top, there is a breadcrumb trail: "Calendar / Events / Add Event". Below this is a section titled "Details". Under "Details", there is a field labeled "Name" which contains the text "OWL (Our Whole Lives)".

Date & Time

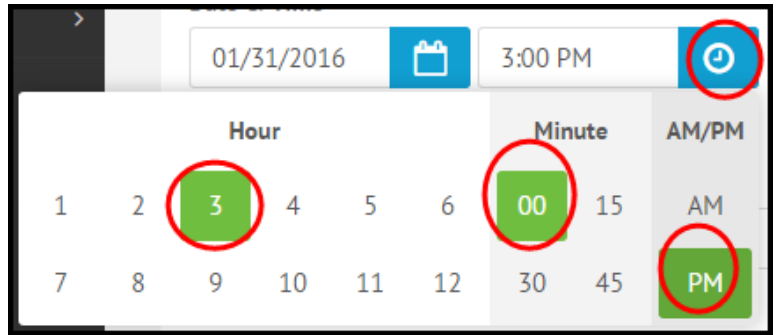
It is important to set all four fields for start date, start time, end date, and end time. This helps to see when events might overlap, and will alert you and administrators when there is a conflict for space. It will also let facilities people know when and for how long certain rooms need to be heated.

Click on the blue calendar logo to the right of the first date field to pop up a calendar on which you can select a date. Use the little left and right arrows to move through other months before you click on the date of your event.

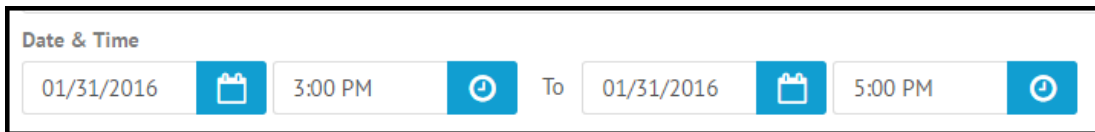


You could also just type the date into the field, in the form mm/dd/yyyy, and not use the pop-up calendar. (Type carefully, and check the date when you are finished to be sure it was set correctly.)

The second field is for the starting time of the event. It also has a blue pop-up icon, a clock-face. The time field is fussy about how you type the hours and minutes and am or pm, so you may prefer to use the popup help. Click the little clock-face to pop up the help, then **click three times** to set your starting time: Once for an hour, once for the minutes, and once for either AM or PM.



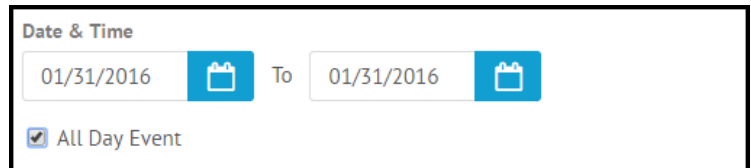
If you need a number of minutes other than on the quarter hour, you will have to type directly into the field instead of using the pop-up help. But be careful to leave a space between the minutes and AM or PM, or your time will not be saved.



You must also fill in the third and fourth fields for the ending date and time. The ending date will almost always be the same as the starting date, and it will be prefilled to that for you.

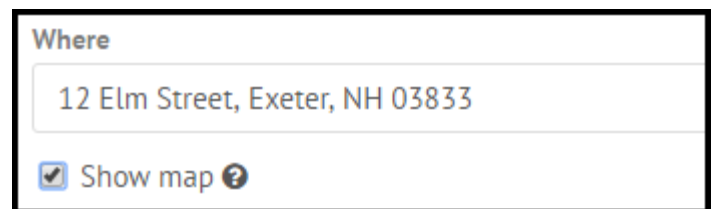
"All Day Event" checkbox

If you click the tick mark for "All Day Event", the start time and end time boxes will disappear. Events marked "All Day" will not block out time on the calendar, but will appear as a single item at the top of the day. US Holidays, for example, appear as "All Day" events on the FUUSE Calendar web page.



Where

The field labeled "Where" or "Location" normally should be **filled in with an address, not a room name**. The parsonage is *10 Elm Street, Exeter, NH 03833*. The church is at *12 Elm Street, Exeter, NH 03833*. If you put anything there that is not a street address, Google Maps may show something very strange by trying to interpret what you put there as if it was an address.

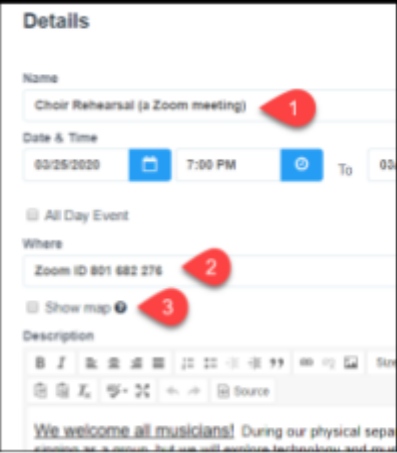


If you un-check the "Show map" button, viewers of the calendar will not be shown the Google Map (or be able to get directions to the location.)

Zoom Meetings

If your event is a Zoom-hosted event:

- 1) add “(A Zoom Meeting)” at the right end of your event name.
- 2) in the Location field, put the Meeting ID or the URL which includes the Meeting ID.
- 3) Uncheck the checkbox next to “Show map”

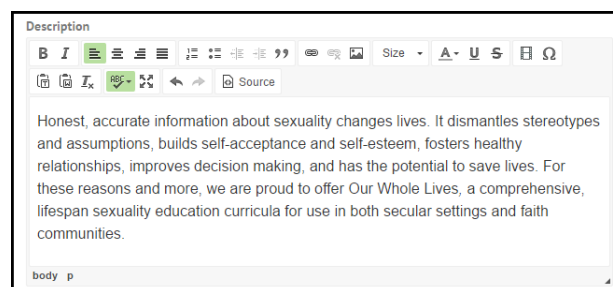


Do not book any physical space under “Assets” if your event is a Zoom Meeting.

For your Zoom Meeting, if you want ...	... then do this ...
... anyone to be able to know about and join your meeting	• Public Event • On the Zoom Events calendar • Meeting ID in Location field
... only FUUSE people to be able to know about and join your meeting	• Private Event • On the Zoom Events calendar • Meeting ID in Location field
... anyone can know that your meeting is happening, but need to find the Meeting ID privately elsewhere	• Public Event • On the Zoom Events calendar • NO Meeting ID in Location field, but instructions in “Description” about how to get the meeting ID
... only a certain group or committee at FUUSE needs to know that the meeting is happening or its Meeting ID	• Use email and/or Zoom Invite to those people to let them know time and Meeting ID.

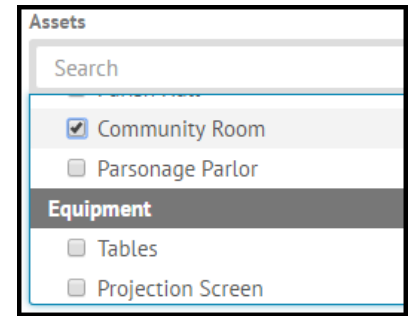
Description

The Description field is where you put all the details about your event. You can edit your content with a little word processor that lets you use bold, italics, bullets, indents, links to web addresses or emails, even pictures. In compressed views of the calendar (like a “month” view, or in the “coming events” list on the web page), people will see this description if they click on the “Name” of the event. *(Hint: sometimes you can “paste” a picture from a Word or email document, more easily than using the “image” toolbar icon.)*



Assets

You **reserve your space** by using the “Assets” field. An Asset -- as used in our Church Management system -- is a room or other resource that can only be used for one thing at a time. You can attempt to reserve a space for your event by clicking the appropriate “assets.” If some other event is using the same asset at the same time as your event, you will get a warning about the conflict. The office administrator can help resolve those conflicts.

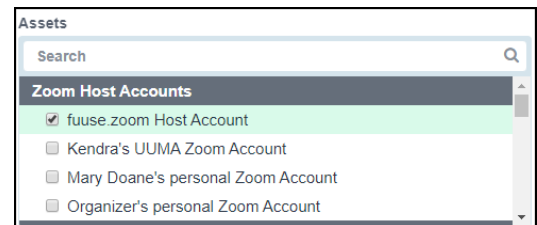


The screenshot shows a form titled "Assets" with a search bar. Below the search bar, there are two sections: "Rooms" and "Equipment". Under "Rooms", there are two options: "Community Room" (checked with a blue checkmark) and "Parsonage Parlor" (unchecked). Under "Equipment", there are two options: "Tables" (unchecked) and "Projection Screen" (unchecked).

Don't forget that your event might need more than one room. Some events use both the Kitchen and the Parish Hall, for example. Check off each asset you might need. Other assets that are not rooms could be things like a projector.

Property committee members look at events and assets you book to decide when to turn on the heat to those rooms by remote control. But they don't do that every day. If you set up an event that needs a room heated, and there is less than a week remaining before that event, be sure the office and the property committee is aware of your event.

Each Zoom hosting account can host only one meeting at a time. If your event is a Zoom online event, and you know which Zoom account will be hosting it, choose the correct account in the Assets area. This also will warn you and the office if there is a conflict.



The screenshot shows a form titled "Assets" with a search bar. Below the search bar, there is a section titled "Zoom Host Accounts". There are four options listed: "fuuse.zoom Host Account" (checked with a blue checkmark), "Kendra's UUMA Zoom Account" (unchecked), "Mary Doane's personal Zoom Account" (unchecked), and "Organizer's personal Zoom Account" (unchecked).

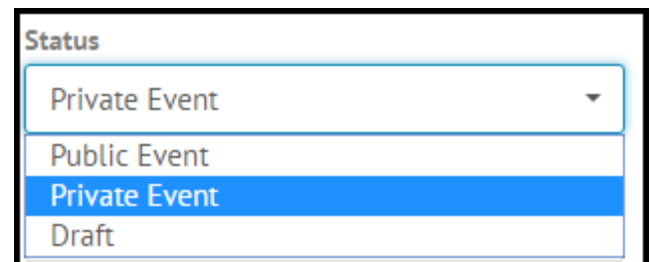
Status

Be careful about the “Status” of your event.

A “Public” event will show to anyone on the Internet who looks at a view of the calendar, on our web page, or on the Church Management calendar.

A “Private” event will only be visible to certain people who need to see it -- a committee, for example. They would have to log in to the Church Management system, and have the appropriate permission to see the event, or an invitation to the event. See “Inviting People” later in this User Guide.

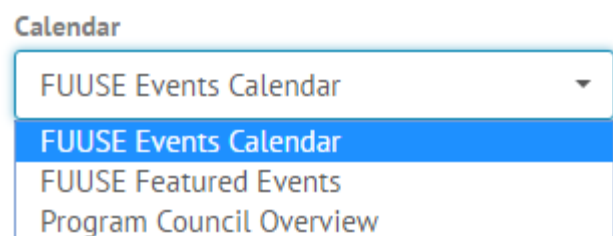
The “Draft” status is what you should set your event to if you haven't finished editing it yet, and it is not yet in shape to be published.



The screenshot shows a form titled "Status" with a dropdown menu. The dropdown menu is open, showing four options: "Private Event" (selected, highlighted in blue), "Public Event", "Private Event", and "Draft".

Calendar

FUUSE has multiple calendars, each with its own target audience. You will usually be choosing the “**FUUSE Events Calendar**.” For Zoom-hosted events, choose the **Zoom Calendar**.



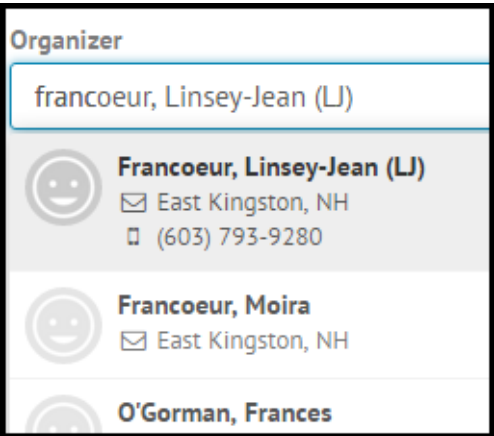
The screenshot shows a form titled "Calendar" with a dropdown menu. The dropdown menu is open, showing four options: "FUUSE Events Calendar" (selected, highlighted in blue), "FUUSE Events Calendar", "FUUSE Featured Events", and "Program Council Overview".

Remember that the “Public” or “Private” status you set will also affect who can see your events. Private events will not show events to people who are not logged into the Church Management system who also have the appropriate permissions or invitations.

Organizer

The Organizer field, by default, will be filled with the name of the person who is currently logged in. That is the person who will appear as the “inviter” to the event, and that person will show as “attending” the event. If that is not the appropriate person to receive RSVPs or to appear on invitations, you can change the name.

Delete the name you want to remove, and type a few characters of a name you want there instead. You will get a list of names that match. Click on the one you want, and he or she will become the new “Organizer.”



"Register URL"

If an event is something people need to sign up for, the “Register URL” field can be used to link the calendar entry directly to a form where people sign up. This can be a form done within our FUUSE Church Management system, or a form done elsewhere, like through Sign Up Genius or eVite. The form needs to exist already before you try to use this field. Ask the FUUSE Webmaster for assistance if you need it, or read about registration for events with the Help button at the top.

Color

Please do not “color” your event. Our calendars are already color coded so that we can see which events are showing from which calendars.

Who Can Attend

You can restrict RSVPs to only invited guests, or allow people to add themselves to an event. If people are not specifically invited by the organizer, this does not apply.

Guest List

If there are invitations to this event, you can choose whether guests can also look over the list of other invitees.

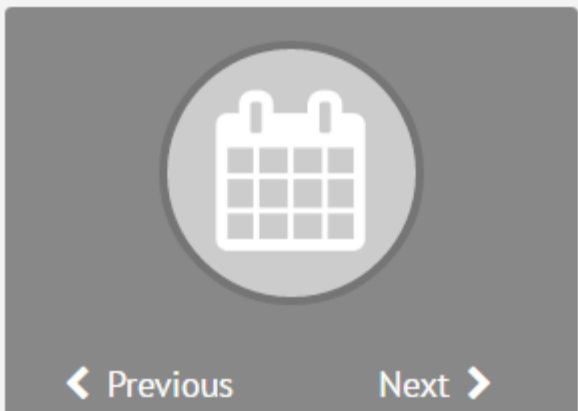
Repeat Event

If your event is one of a series which would all have the same description and location, you can change the “Repeat Event” field from “Do not repeat” to one of many other choices, and set when the series ends. *Warning: If you want to have differing descriptions for the events in your series, you will need to do them one at a time.*

Other Options

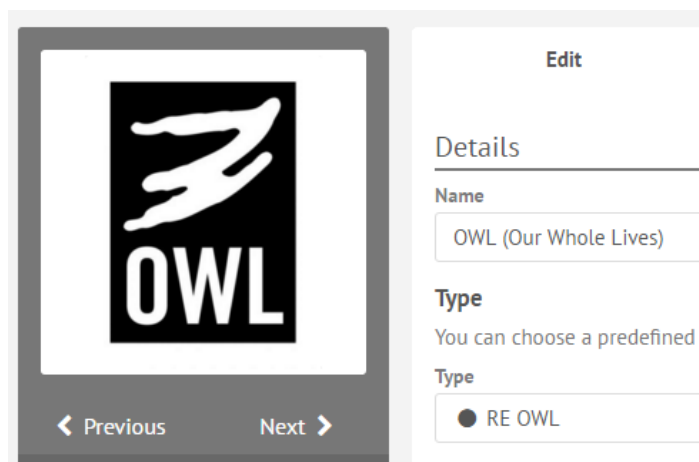
Icon

After you “Save” your Calendar Event, additional options become available.



You can attach an appropriate (small) picture as an “icon” for your event. Edit the event, and hover your cursor over the circular icon in the navigation bar at the left.

When the word “Change” appears, click it, then follow the directions for uploading a photo and centering it in the circle.



Invite Guests

After your event is saved, you can click the “Guests” tabs or the “Invite Guests” link to begin inviting groups or individuals to attend the event. If you check the box to send them emails, each person who has permissions set to send them emails will get emails with invitations, and can click in the email to respond with an acceptance, decline, or “maybe.” All their responses will be organized for you in the calendar details. You can see those responses if you are the organizer, or if you have been given permission by the organizer to see the guest list.

Duplicate Event

If you would like to create a new event that is a lot like an existing event, but with a few details changed, in the Calendar admin area open the original event (the one you want to copy), In the gray panel at the left, find the link to “Duplicate Event” under “Actions.” Click it to create and begin editing your new event.

Hints for Calendar Events

Do you want only certain people to see an event on the calendar?

Make it a “private” event, and use “Invite Guests” to invite the people who should see it. They will have to be logged in to fuuse.elvanto.net to see the event.

Are the “certain people” all members of a Church Management Group?

Do not “Add event” from the calendar page. Instead go to the “Group” from your Admin area, and in the left gray sidebar, find the Events section and click the Green “Add” button. Then be sure to leave the “Invite group” checkbox checked. (Choir is a good example: choir members get to see calendar events that show what they will be singing at a given service.)

Inviting people to multiple events

If you have created several similar events on the calendar, you can create a form that lets invited guests (or uninvited guests) click their way through the whole list, Accepting or Declining each event, before

hitting "submit." Then you can embed a link to the form in an email or web page. Ask the webmaster Bill Downall for help. An example of this kind of form is at <https://fuuse.elvanto.net/form/8c5c6f7c-1b1a-11e7-a046-02f5c23e1fee/>

More Information

For further help, ask the office (office@exeteruu.org, 603-772-4002) or the webmaster (webmaster@exeteruu.org) for assistance, or go to <https://help.elvanto.com>, and search for "Events."