

Hey team, we've realized that our current system for calendaring events is no longer supporting the church we have grown to. Because of that, we are making some adjustments to how we are tracking all the of events happening at Westside and our campuses.

Moving forward we will be entering and tracking all events (and room usage) through CCB.

This means if your ministry is having an event you will need to add it to the calendar in your respective CCB Group. For example, if the Student team is putting on a High School summer event (let's say going for a hike) they would need to add it to their HS group in CCB. If they were planning on doing an ice cream event at a campus they would also need to reserve the space.

In order to prepare for this change, you will need to review two help articles to better understand how to enter and see events.

1. Events Overview

<https://support.churchcommunitybuilder.com/customer/en/portal/articles/2095899-events>

1. Please also review the "Creating Events" and "Requesting Rooms & Resources" links in the help article.

2. Calendars

<https://support.churchcommunitybuilder.com/customer/en/portal/articles/2040889-calendars>

1. Most of you will have Group Leader rights and/or Basic User rights, which will allow you to see your ministry/department events as well as the Campus & Church Wide calendars.
2. This help article will also show you how to subscribe to calendar feeds so that you can see events in your google calendar (or favorite calendar app).

If you run into something that is confusing let Rachel or Steve know. Thank you for your patience as we continue to adjust for our growth.