

Calendar Guidelines 2009-09-08

1. **Font Type and Size**

The entry of calendar events will follow the guidelines set forth by the communications commission on font type, size, color, etc.

2. **Definitions**

The following definitions are presented for consistency

- a. Calendar - displays scheduled events at the conference, district, and local church levels
- b. Event - Any scheduled function (i.e. meeting, workshop, training session, etc.)

3. **Roles/Contacts**

Basically, we have two types of Events on our calendar - those with Registration and those without Registration. The following presents who is primarily responsible for both types, as well as backup identification.

Note that these roles will continue to expand for districts and, perhaps, local churches.

a. Events with Registration (may or may not include payment options)

i. Conference

1. Primary - Sarah
2. Backups - Mark and Jackie

ii. District

1. Butler

- a. Primary - Thelma
- b. Backup - Sarah

2. All other districts

- a. Primary - Sarah (pending training/setup of district admins)
- b. Backups - Mark and Jackie

iii. Local Church - Not currently being entered

b. Events without Registration

i. Conference

1. Primary - Cooky
2. Backup - Sarah
3. Alternate backups - Mark and Jackie

ii. District

1. Primary - District Administrators

2. Backups

- a. Cooky (pending training/setup of district admins)
- b. Backup - Sarah
- c. Alternate backups - Mark and Jackie

iii. Local Church - Not currently being entered

c. Rules for Backups

- i. All backups must communicate their additions or changes to the primary person

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4. Communication of Events

- a. Currently - events are communicated to us via phone calls and emails
- b. Future - events will be communicated to us via two online forms
 - i. Note - North Georgia currently has an online form for events. We would need to customize such a form for our two types of events, set up security, and develop process.

5. Help/FAQ

- a. Facility for Help/FAQ will include items related to Events
- b. As Event guidelines are developed, possible Help/FAQ additions should be considered
- c. As Event issues are identified/resolved, possible Help/FAQ additions should be considered
- d. Annual review of EVENT related Help/FAQ items should be done

6. Authorization for Events

- a. United Methodist related groups and organizations
 - i. Entry on the calendar -
 - ii. Scheduling the use of rooms, equipment , etc. -

- b. Other groups and organizations
 - i. Discuss with Lisa, Bill and Pat for permission (DS for Districts)
 - ii. Entry on the calendar -
 - iii. Scheduling the use of rooms, equipment, etc. -

7. Specific Fields for Event Entry

Our main guideline objectives are clarity, consistency and simplicity.

Use the list of approved acronyms and abbreviations for all fields unless otherwise specified.

Please Note that we are using the 80/20 rule. We believe that 80% of the events we set up will be able to follow these guideline. For the other 20% we empower our event schedulers to decide their course of action.

Not all of the fields, for EVENTS, are listed below. Only those of special interest and/or require special explanation.

a. EVENT

List the name of the event only. That is, we want to only communicate the name/purpose of the event, and not the specifics which can be found on the detail page.

- i. Do not include location, time, presenter, year, etc.
 1. Example: "Annual Conference" instead of "2009 Annual Conference"

- ii. Avoid using the word "meeting" whenever possible
 1. Example: "Website Team" instead of "Website Team Meeting"
 2. Example: "Sarah's Quarterly Meeting" would be okay

- iii. Avoid the use of prepositions such as "at", "by" and "for", whenever possible
 1. Example: "Wesley Woods Golf Scramble" instead of "Golf Scramble at Wesley Woods"

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- iv. Avoid the use of the articles “a”, “an” and “the” whenever possible
 - 1. Example: “Bishop’s Cup” instead of “The Bishop’s Cup”

b. DISTRICT

- i. Enter only if this is a district specific event

c. FEATURE ON HOMEPAGE

- i. Checking this field will make it appear on the website home page
- ii. Must check with Mark/Jackie about making this a featured event

d. START DATE

- i. Must enter the date the event begins

e. END DATE

- i. Must enter the date the event ends

f. START TIME

- i. If applicable, the start time must be entered

g. END TIME

- i. If applicable, the end time must be entered

h. EVENT COORDINATOR

- i. Required for events with registration

i. COORDINATOR EMAIL

- i. Required for events with registration

j. SHOW ON CONFERENCE CALENDAR

- i. Must be checked for all conference events
- ii. May be checked for district events IF it is appropriate. District Administrators should check with Cooky and/or Sarah.

k. SHOW ON ALL DISTRICT SITES

- i. Checking this field will make it appear on all district calendars
- ii. If unsure, you MUST verify doing this with Cooky and Thelma

l. FEATURE ON DISTRICT PAGE

- i. Checking this field will make it appear on all district pages
- ii. If unsure, you MUST verify doing this with Cooky and Thelma

m. DISPLAY START DATE - DO NOT USE THIS FIELD!!!!

n. DISPLAY END DATE - DO NOT USE THIS FIELD!!!