

CHURCH DIARY – UPDATER'S GUIDE



Introduction

The guide is broken into four sections. The first two are likely to be of interest to those who have to update the diary regularly. The second two are more useful to those new to the diary or who need to add brand new events.

Section One explains the best way to add further occurrences of an existing event.

Section Two explains how to deal with error messages saying you are not authorised to make an entry or "Session Expired".

Section Three explains how to login and how you can change your password.

Section Four gives more detail on the purpose of each field on the "Add Event" window and how to complete them. This is a useful reference point for those that need to know how best to complete the fields on either the "Add event" and "Edit event" windows.

New users should also read the separate "Navigation Guide" as this shows you the most efficient to move around the diary.

IMPORTANT:

Do not assume space in the church is available until you have logged in. Events that the public do not need to know about are not visible in "Public Access". They only become visible once an authorised person logs in. Hidden events include the times reserved for cleaning or setting out the space for an event.

When making an entry record the start and finish times that you expect the participants to arrive and leave. All events are assumed to require 15 minutes set up time and might over-run by 15 minutes. Therefore an empty half-hour slot should appear between events using the same space in the church.

If you have problems with the diary that this guide does not explain please contact the Diary Manager:

Greg Chapman – diary@stalhambaptist.org.uk - 01692 580268

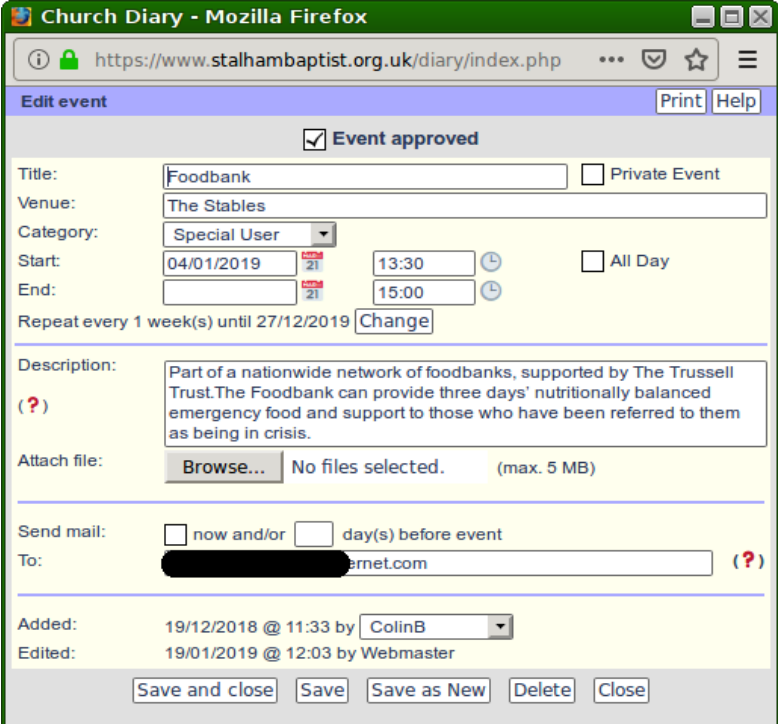
SECTION ONE – RECORDING FURTHER DATES

General Guidance

Before you can edit any event you must login.

If you wish to repeat an event or extend an existing series of events, it is generally, far more efficient to avoid creating a new event and instead click on an existing event Title and edit its content. It cuts out a lot of typing and ensures consistency in the way events are recorded.

Note: The pop-up panel that displays additional information about an event when you hover over an event title will have a red border if that occurrence is part of a series.



The screenshot shows a web browser window titled "Church Diary - Mozilla Firefox" with the URL "https://www.stalhambaptist.org.uk/diary/index.php". The page is titled "Edit event" and includes a "Print" and "Help" button. A checkbox labeled "Event approved" is checked. The form fields are as follows:

- Title: Foodbank
- Venue: The Stables
- Category: Special User
- Start: 04/01/2019 13:30
- End: 15:00
- Repeat every 1 week(s) until 27/12/2019
- Description: Part of a nationwide network of foodbanks, supported by The Trussell Trust. The Foodbank can provide three days' nutritionally balanced emergency food and support to those who have been referred to them as being in crisis.
- Attach file: No files selected. (max. 5 MB)
- Send mail: now and/or day(s) before event
- To: [redacted]@met.com
- Added: 19/12/2018 @ 11:33 by ColinB
- Edited: 19/01/2019 @ 12:03 by Webmaster

Buttons at the bottom include "Save and close", "Save", "Save as New", "Delete", and "Close".

If you have previously added a new event to the diary, then you should note the different set of buttons found at the bottom of the "Edit event" window.

Here are the three most popular patterns for events:

1. Meet on a given day weekly or fortnightly
2. Meet on given day in a set week each month (e.g. First Monday of any month)
3. Meet irregularly approximately fortnightly or monthly to suit participant's diaries

On top of this there are breaks to consider. Some events take an extended break over the summer or while there are dark nights, some during school holidays and others skip dates that conflict with celebrations at Easter, Christmas or holidays taken by the group's leader.

Note that deleting a single occurrence from a series does not break the rest of the series. However, editing a single occurrence in a series, perhaps to add more detail to the description, takes that event out of the series. This means it would no longer be possible to do a global update to the time of a series that will include the edited occurrence.

Suggestions on the best way to add further dates for a recurring event follow.

Patterns 1 and 2



For Patterns 1 & 2 the easiest way to book additional dates is by opening the existing booking and selecting the “Edit the series” button. This will open the full “Edit Event” window where you can either:

1. Click on the “Change” button by the “until” date and extend

the series through the “Set Repetition” dialogue and then click the “Save” button event with the revised end date or

2. If there is a break before restarting the event, set new Start and Until dates for the event and then use the “Save as New” button.



Pattern 3

Irregular repeating events, won't be able to use the “Set Repetition” dialogue and each event will have to be set as a single event rather than as part of a series. In that case you should open an existing event and, as with Patterns 1 & 2, click on the calendar icon beside the Start date to pick a new date, then click on the “Save as New” button. This does not close the window and you may continue to pick new dates and use the “Save as New” button until the additional dates to be recorded are complete.

Event Specific Description

As suggested above, having set up an event series with a general description it will often be desirable to provide event specific information, perhaps to name a speaker, a topic for discussion or special activity that will take place during that occurrence. That can be done by opening the Edit Event window for the specific occurrence and editing the Description field – but note that this take the occurrence out of the series of which it may previously have been a part.

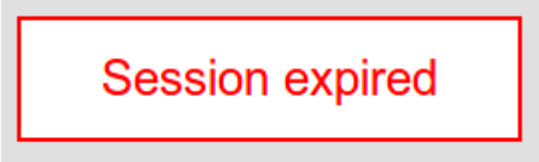
Notifying People of the Change

Don't forget to use the Send mail options when setting up a new series after a break. Read more about the facilities available in the final paragraphs of Section Four.

SECTION TWO - DEALING WITH ERRORS

Once logged in you should proceed with your edit promptly. The diary software will drop the connection with the server after a few minutes of inactivity. However, it will **NOT** update your screen so you still appear to be logged in.

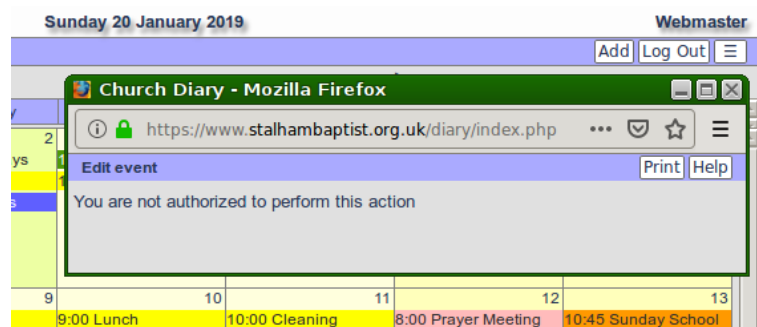
If you leave the Diary Web page open in your browser or you get interrupted while working on the diary or fail to log out after your editing session then, on returning to your computer you may encounter a “Session expired”



Session expired

message. If you were logged in previously, you will find you are now logged out and when you move to a fresh screen it will show you as having “Public Access”.

If you were previously editing an event you will find the “Edit event” window will show “You are not authorised to perform this action”, even though your Username and the “Log out” button still appear on the main window.

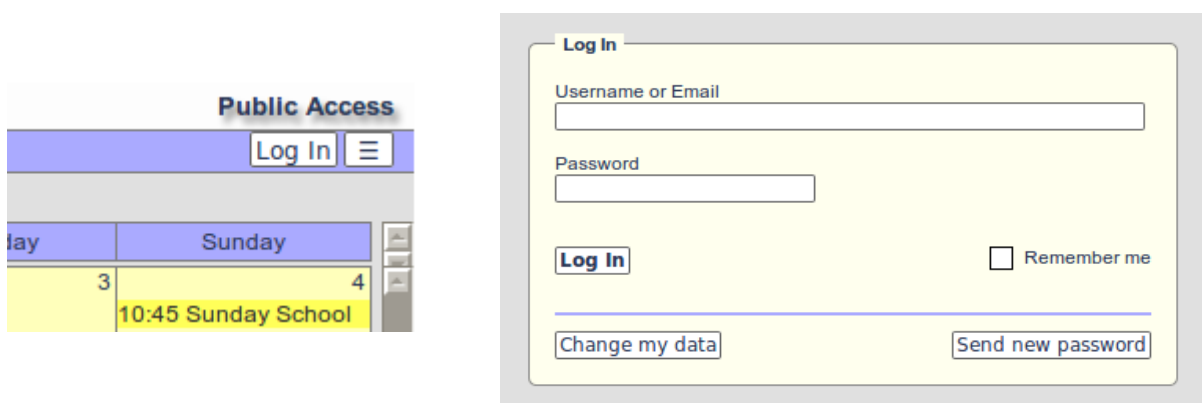


If you see messages like these then you must either refresh/reload the page on your browser, or click the “Log out” button. You will then be able to log in again and re-start the task.

SECTION THREE – GAINING ACCESS

Logging In

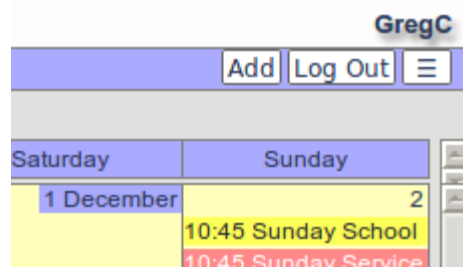
Only those authorised may add or edit events in the diary. To be authorised you must supply an email address and explain the type of events that you will be taking responsibility to maintain. This ensures the appropriate colour coding can be given to different categories of event. You will then be issued with a Username and an initial password to use when logging in.



When you click the “Log In” button at the top right of the diary screen you are taken to a login dialogue. You should enter your Username and the password supplied then click the “Log In” button on the dialogue.

You will be returned to the main diary screen where the buttons at the top right will have changed to show your Username. Beside the menu button there is now a “Log Out” button replacing “Log In” and an “Add” button.

When logging in you may use your email address instead of your username, but as this will almost certainly take more typing most will find it quicker to stick to their username.



Changing Your Password

After your first log in you are urged to change the password issued to you by using the “Change my data” button on the Login dialogue. Do not change any other fields on the dialogue that appears or you may be locked out of the system.

Should you forget your password you can use the “Send new password” button on the Log in dialogue instead of the “Log In” button and an email will be generated automatically with a new password. After logging in with it once, you will be able to change to one you can more easily remember.

SECTION FOUR – ADDING NEW EVENTS

It is recommended that you avoid using the “Add” button found near the “Log Out” button! Although it will open an “Add Event” window (which replaces the main window on a tablet or phone) in most cases it will be quicker and more reliable first to navigate to the day and time that

The screenshot shows the 'Church Diary' interface. On the left is a calendar grid with time slots from 6:00 to 18:30. The top of the grid has 'Options' and a date selector set to '01/12/2018'. Overlaid on the grid is a 'Church Diary - Mozilla Firefox' browser window. The browser window title is 'Church Diary - Mozilla Firefox' and the address bar shows 'www.stalhambaptist.org.uk/diary/index.php'. The main content of the browser window is an 'Add event' form. The form has a title field, a 'Private Event' checkbox, a venue field, a category dropdown menu set to 'Holidays/DST', start and end time fields (set to 01/12/2018, 13:00 and 17:30), an 'All Day' checkbox, a 'No repeat' field with a 'Change' button, a description field with a red question mark icon, an 'Attach file' section with a 'Browse...' button and 'No files selected. (max. 2 MB)', a 'Send mail' section with checkboxes for 'now and/or' and 'day(s) before event', a 'To:' field with the email 'webmaster@stalhambaptist.org.uk', and an 'Added:' field showing '06/12/2018 @ 0:11 by webmaster'. At the bottom of the form are 'Add and close', 'Add', and 'Close' buttons.

you wish to book using the techniques in the “Navigation Guide”. Not only does this allow you to check that there are no conflicting events, but you can also use the technique explained below that will pre-fill the Add Event window with the date and time in the correct format. (The diary uses the 24 hour clock!)

Setting the Date and Time: The combined image above shows how, on the the Day or Week Views the pointer can be dragged over a number of time slots.

Then, as the mouse button is released, the Add Event dialogue will open, with the Date and Time fields pre-filled.

Tip: Only enter an “End Date” when booking a multi-day event, such as a weekend conference.

Tip: If you've found you have dragged over the wrong slot you can either close the “Add Event” window and start again or use the “Set Date” and “Set Time” buttons alongside those fields. (The actual icons you see will vary depending on the device you are using to edit the diary.) These icon buttons open menus that allow you to pick the required entries, so you don't need to type a thing!



Note: When adding an event record the opening times, not the time you may need before that to arrange furniture or clear away afterwards. As explained in the note in the Introduction to this guide, we ask that all events should have a 30 minute space between them to allow for set up and over-run of the booking. If you need more setup/clear up time than this contact the Diary Manager.

Repeating Events: Many users will need to set repeating weekly or monthly events. In that case use the “Change” button beside the default “No repeat” text and complete the dialogue that appears. Again, there should be nothing to type as all the options can be selected using the mouse.



The screenshot shows a dialog box titled "Set Repetition". It has three radio button options: "No repeat", "Repeat every 1 day(s)", and "Repeat every first Monday of each month". The third option is selected. Below the options is an "until" field with a calendar icon and the text "(blank: no end)". An "OK" button is located at the bottom right of the dialog.

If you wish to enter repeating events that do not follow a strict pattern that you can pick from the “Set Repetition” dialogue, then refer to “Pattern 3” in Part Two of this guide.

Important: When entering repeating events **never leave the “Until” field blank.** Limit your booking to a maximum of one year ahead. This allows you to take account of school holidays, Easter, Christmas, bank holidays and other dates that may affect when you meet and allows you to ensure that all dates can be recorded accurately.

Event Title, Venue and Category: Having selected the date and time you can add the Event Title and Venue. Please provide these in lower case with initial capitals, so that all entries will be presented in a standard format.

Note: Certain updaters will have the ability to select an event to be one of a number of Categories. Apart from providing colour coding for an event, categories allow those viewing the diary to filter the events that are seen and can assist in searches for a particular type of event. Those with the ability to post events in multiple categories will have been issued with a tight definition of what each category should be used for, so please don't “stretch” those definitions. Instead apply to the Diary Manager for authority to post additional categories.

Description: It is strongly recommended that you complete the “Description” field for your event. Again, please use appropriately capitalised sentences. Remember all that you enter appears on the web site and can be viewed by anyone taking an interest in our church and your event, not just locals or existing members, so use the description as an opportunity to fully explain and sell what goes on at your event!

Attach File: This is an optional field. Multiple files can be attached to an event.

Potential uses include attaching a poster for an event that people could print and place in their window at home or a membership application if setting up an open day for new members.

In conjunction with a diary feature that allows private groups it is also possible to share meeting agendas or music/song lyrics for services only with those within the

group. If this feature has potential for you, use the “Contact” option on the three bar menu button to find out more!

Send Mail: This field allows you to generate automated emails announcing an event as you create, edit or delete it. The option also allows you to generate reminder emails a set number of days before the event. Emails related to any events that have files attached will include links to those files.

If you have a long list of email addresses to use with this feature (the entire fellowship, the deacons, your committee or members of your group), then apply to the Diary Administrator, providing a list of the addresses you wish to be included in such emails and a simple code word for that group will be sent to you to save you having to type all the addresses.

Note: This feature could be particularly useful to notifying the cancellation of a meeting due to bad weather, sickness or any other reason, so all those with with rights to edit the diary are recommended to supply a list of addresses and notify the diary administrator of any changes to the list.