

# eSpace

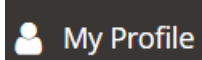
## How to Create and Edit Events

**URL: app.espace.cool**

\* Please save to your Favorites

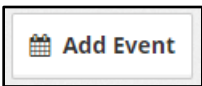
\* **[ADMIN ONLY]** = Parish Office Staff only

\* To change your password, click My Profile > enter password in **Password** and **Confirm Password** sections. Click **Save**.



From the **Main Screen**:

- Click **Add Event**, located on the top right side of the screen.

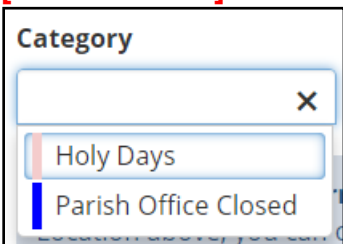


**Entering Event Details:**

- Enter **Event Name** (*required field*)
- Add **Description**, if applicable
- Is this **Event Offsite**? If yes, add location information.
- Select **Public** if this event is to be displayed on St. Michael's website calendar for the general public. If you do not select **Public** people without eSpace access will NOT be able to view the event.



- **[ADMIN ONLY]** - Select one or multiple **Categories**



- **[ADMIN ONLY]** – **Public Notes, Public Link, and Event Editors**
- **Number of People**, if applicable
- **[ADMIN ONLY]** – Option to add **event editor(s)** that can make changes to your event and see the event listed on their dashboard grid ".  
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- Enter the **Event Date**
- Choose **All Day** event if you are scheduling a **Pulpit Announcement or Bulletin Insert** or have an all day event that is lasting entire business day (i.e. Retreats, etc.).
- Enter **Begin Setup (optional)**  
**NOTE:** This is the 'set-up' time needed and does NOT appear on the public calendar.
- Enter **Event Start**  
**NOTE:** This is the time that appears on the public calendar.
- Enter **Event End**
- Enter **End Teardown (optional)**  
**Note:** This is the 'clean-up' time needed and does NOT appear on the public calendar.
- If this is a Recurring event make appropriate selection(s) in **Recurrence Rules** (Daily, weekly, monthly, yearly, or custom). [See page 5 and 6 for instructions.](#)
- **[ADMIN ONLY]** – Choose **Continuous Event ONLY** if it is a continuous or overnight event and use.
- **COMING SOON! Event Attachments** can be added to your event by choosing by selecting files from your computer or a document from your Document Library.
- **Add Contacts?** - If you want to add one or more contacts to an event, simply check the box. Once you complete the details page and choose Save and Proceed, you will be directed to the contacts page to choose a current contact within Organizational Contacts or you can add a new contact. Please note that once a contact is added, only an Admin can edit or delete the contact within Setup>Contacts.
- **Event Reminders** can be used if you want an email reminder to go to an event owners, admins, and/or sub-admins. You can choose to have the reminder sent 1 day, 14 days, or 30 days prior to the event.
- Click **SAVE and PROCEED** to continue with adding your items (Spaces, Resources, and Services) and to continue with the event creation process. If you desire, you can cease the workflow and the event will be placed in the **My Drafts** grid on your **Dashboard**.

**NOTE:** As you select your Spaces/Resources/Services, you will see either a **green** check mark for items not in conflict or a **red** caution triangle with "see conflicts" next to it. To see the conflicts with your selection/date, you can click on the "see conflicts".

<input type="checkbox"/>	Bulletin Insert 1
<input type="checkbox"/>	Bulletin Insert 2
<input type="checkbox"/>	Chapel
<input checked="" type="checkbox"/>	Church <span style="color: red;">▲</span> [See Conflicts]
<input type="checkbox"/>	Conference Room
<input type="checkbox"/>	East Hallway
<input type="checkbox"/>	Gathering Space
<input type="checkbox"/>	Kitchen
<input type="checkbox"/>	Outside
<input type="checkbox"/>	Overflow
<input type="checkbox"/>	Parish Building
<input type="checkbox"/>	Parking Lot



<input type="checkbox"/>	Preschool Room 1
<input type="checkbox"/>	Preschool Room 2
<input type="checkbox"/>	Preschool Room 3
<input type="checkbox"/>	Preschool Rooms 1, 2, 3
<input type="checkbox"/>	Pulpit announcement 1
<input type="checkbox"/>	Pulpit announcement 2
<input type="checkbox"/>	Room 4
<input type="checkbox"/>	Schmitz Room
<input type="checkbox"/>	Stage
<input checked="" type="checkbox"/>	Syrianey Hall <span style="color: green;">✓</span>
<input type="checkbox"/>	West Hallway Table 1
<input type="checkbox"/>	West Hallway Table 2



Click "See Conflict" to view the conflict.

Conflicts With	Date	Item	Created By
Mass	7/1/2017	Church	Saint Michael

**NOTE:** Select **Bulletin Insert 1** and **Bulletin Insert 2** are if you need the event listed in the bulletin. Select **Pulpit Announcement 1** or **Pulpit Announcement 2** if the event requires a pulpit announcement. Select **West Hallway Table 1** or **West Hallway Table 2** if you event requires a table in the hallway outside of the Gathering Space.

- Click **Next** to proceed to **Resources** and enter the same way as Spaces

<input type="checkbox"/> Big projection screen
<input type="checkbox"/> Big screen TV with DVD
<input type="checkbox"/> Chairs (Qty on Hand: 400) <input type="text"/> Save To remove all items, set Qty to 0 and save.
<input type="checkbox"/> Directional Arrow Signs
<input type="checkbox"/> Easels (Black)
<input type="checkbox"/> Easels (Wooden)
<input type="checkbox"/> Laptop
<input type="checkbox"/> Lavalier
<input type="checkbox"/> Orange Cones

<input type="checkbox"/> Projector (Qty on Hand: 2) <input type="text"/> Save To remove all items, set Qty to 0 and save.
<input type="checkbox"/> Rectangle Tables (Qty on Hand: 40) <input type="text"/> Save To remove all items, set Qty to 0 and save.
<input type="checkbox"/> Round Tables (Qty on Hand: 25) <input type="text"/> Save To remove all items, set Qty to 0 and save.
<input type="checkbox"/> Small Projection Screen
<input type="checkbox"/> Small screen TV with DVD
<input type="checkbox"/> Wired Microphone
<input type="checkbox"/> Wireless Microphone - SH

- You do **NOT** need to select any information under **Services**. Click **Next** to proceed to Set-Up.
- The **Set-Up** tab confirms the space(s) you previously selected. Add notes to your event by click the



To edit click the back button or click on any of the tabs. Click **Next** to proceed to Availability.

- The **Availability** tab displays all of the recurring present and future dates/occurrences, the Spaces, Resources and Services associated with the occurrence, and whether or not they have been Approved or are Pending approval. Any conflicts will display in red. You can edit any occurrence by selecting the appropriate green edit button above the occurrence or you can simply delete an occurrence, by clicking on the red trash can to the right of the occurrence. If another occurrence is desired, click the **Add Occurrence** button. Event information will be cloned, but date, time, etc., can be changed. A good use for this is if you need to add one more occurrence or make a change to a specific day or time. If you are ready to submit your event for approval, simply click on Submit Event.

Submit Event

- The Administrator will receive a notification email for the event for review and approval.

- You will receive an e-mail notification once the event is approved or denied.

### Notes:

- Click **Green** button to edit any item, including configurations

### Resources and Services to particular Spaces

Schedule Name	Start Date	End Date	Times	Name	
<a href="#">Edit Date/Time</a>	<a href="#">Edit Spaces</a>	<a href="#">Edit Resources</a>	<a href="#">Edit Services</a>	<a href="#">Edit Setup</a>	<a href="#">Delete Occurrence</a>



- Click **Save** – This will return you to the Setup tab. Edited items will be displayed.

### Correcting Conflicts

- Click **See All Conflicts**, if there are any
- Click **Edit Occurrence**
- Remove check mark(s) from conflicted Item(s)
- Add new Item(s)
- Click **Save & Return to event**
- Once the event is completed to your satisfaction, either click **Submit Event**.

**Note:** When you add items to an event, you can save an event as a draft to come back to later on and complete. To access drafts from the **Dashboard**, simply go to the **"My Drafts" grid**. These will be all events you have created or edited, that were not submitted for approval.

My Drafts (1)							Search for...
Event ID	Event	Location	Date	Time	Created On		
592443	test		3/14/2017	8:00 AM - 8:45 AM	3/13/2017		

### Making Changes to an Event

- Click on the event you wish to change
- Make the change(s) you wish to make then click **Submit Event** on either the Availability or Summary screen. (If you make a change without clicking Submit Event, it will revert to **Draft** status and no longer show on your calendar(s). It will now show in your "My Drafts" grid on your dashboard.) The event will also show on the Admin and Sub-Admin *"Requires Administrative Approval"* grid with a message *"Currently being updated..."*.

**NOTE:** This is intentional! We had Admins wondering why events were disappearing after they approved them. The reason was because either the event owner or editor made changes to the event without resubmitting it, causing it to revert to draft status and no longer showing on the calendar or the "Upcoming Approved Events" grid.

- The Administrator will receive a modification email with the changes for re-approval. If you want the Sub-Admins to also receive a modification email, be sure to have the box checked in Setup > General, as shown below.

## Adding Recurring Event & Recurrence Rules

When adding an event, you can make it recurring by adding recurrence rules.

After you've selected "**ADD EVENT**" and added the general information for your event on the "**Event Details**" page, you will see the section for "**Event Recurrence Rules**" (see below). When you click on the recurrence drop-down box, you will have the following options:

- **Daily**
- **Weekly** (see example below)
- **Monthly**
- **Yearly**
- **Custom** (see example below)
- **NOTE:** When creating recurrence rules, specific fields are required.

The screenshot shows the 'Event Details' form. At the top, there is an 'Event Date' field with the value '10/14/2017' and a calendar icon. Below that is an 'All Day Event' checkbox, which is currently unchecked. The 'Begin Setup' section has a date field with a calendar icon. The 'Event Start' and 'Event End' fields are also present, each with a calendar icon. The 'End Teardown' field has a date field with a calendar icon. The 'Event Recurrence Rules' section is highlighted with a red box. It contains a 'Recurrence' dropdown menu with the following options: 'None', 'Daily', 'Weekly', 'Monthly', 'Yearly', and 'Custom'. A red arrow points to the 'None' option. A red warning box is overlaid on the 'None' option, containing the text: 'WARNING: This should be used for lock-ins. If checked, this will block c'.

If you are setting up a **WEEKLY** recurring event, it would look something like this:

Event Recurrence Rules

Recurrence

Weekly

Recurrence Rules

Recur Every  week(s) on:

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

You will not be able to generate more than 99 occurrences of the same event.

End Event after  occurrences.

OR

End After Date

If you select **"MONTHLY"** for your recurrence rules, it would look something like this:

Event Recurrence Rules

Recurrence

Monthly

Recurrence Rules

Recur every  month(s) on:

Day

The

You will not be able to generate more than 99 occurrences of the same event.

End Event after  occurrences.

OR

End After Date

If you select **"CUSTOM"** for your recurrence rules, it would look something like the below. If you select a date on the calendar by mistake, you can easily delete by clicking on the red "X" to the right of the date chosen.

Event Recurrence Rules

Recurrence

Custom

Recurrence dates:

10/14/2017 ✕ 11/06/2017 ✕ 12/11/2017 ✕ 01/09/2018 ✕ 02/19/2018 ✕

October 2017							November 2017							December 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
															31					
January 2018							February 2018							March 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3					1	2	3
	7	8	9	10	11	12	4	5	6	7	8	9	10	4	5	6	7	8	9	10
	14	15	16	17	18	19	11	12	13	14	15	16	17	11	12	13	14	15	16	17
	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24