

South Jordan River Ridge Stake Building Scheduling

Background

The Church has created an online calendaring system to accomplish multiple goals, including:

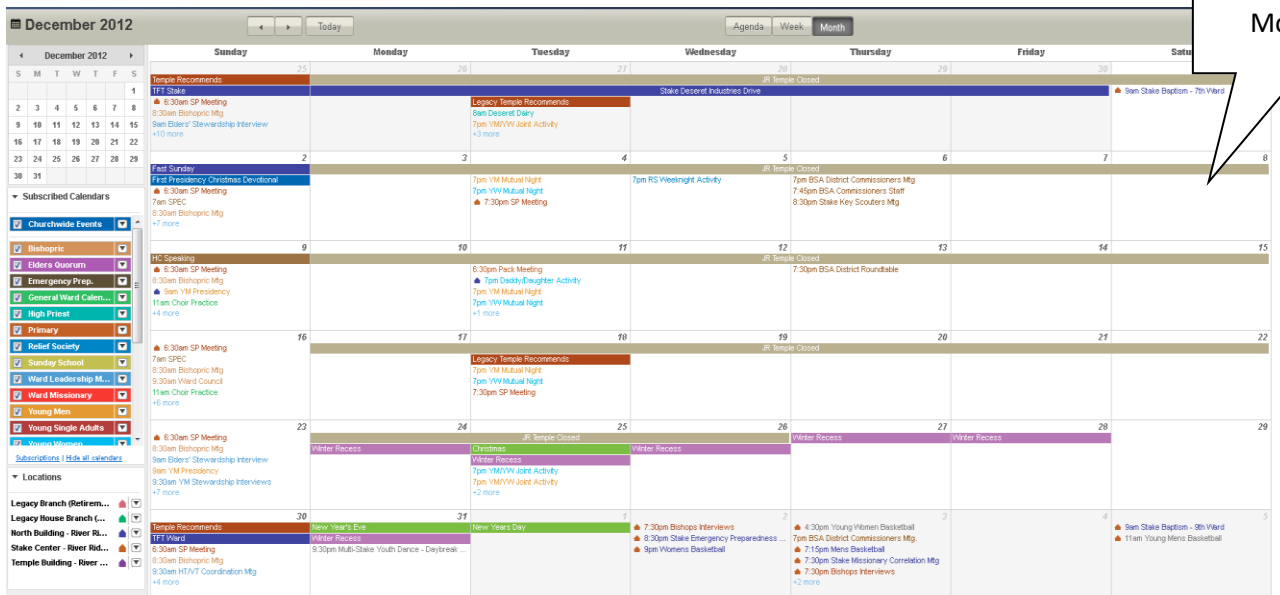
- ✳ Keeping members better informed of events and locations
- ✳ Avoiding resource scheduling conflicts
- ✳ Part of overall embracing of technology to enhance the lives of members and move the Gospel forward

With that in mind, we are committed to using the tools available to the best of our ability. All buildings, and their resources, have been implemented and every Ward (and the Stake) has multiple calendars split by Auxiliary/Quorum.

The responsibility to schedule Ward/Stake events lies with the individual Ward/Stake leaders. **All events should be placed on the appropriate calendar**; the building, and the resources needed, should be booked there. The Stake Building Scheduler cannot place items on the Ward's calendars. The Stake Building Scheduler schedules Private Events (weddings, funerals, reunions, etc.) and special circumstances, as well as answer any questions about how to use the calendar system.

It is suggested that you **use the Week view** in the calendar to see what resources are available. As you can see, in the example below, the Month view for this user does not show any events on December 8. This is because there is nothing on any calendar that this user subscribes to.

Nothing showing on this date in Month view



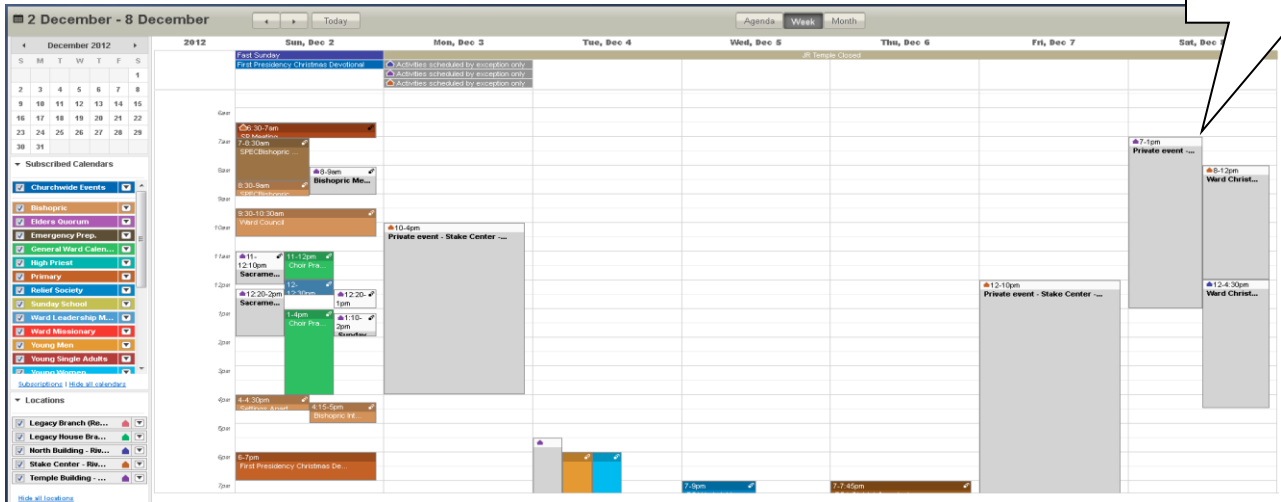
Stake Building Scheduler

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However, if you look at the Week view, for December 8th, this user can see that there are events scheduled in each of the buildings on December 8. Attempting to schedule something during these times may either be blocked due to a conflict or may only be allowed with certain resources (rooms). Items in grey are on non-subscribed calendars.

Events showing on this date in Week view



Guidelines

- ★ **All events for your Ward should be scheduled on the calendar.**
 - Wards and Stake Auxiliaries have priority, until the end of January each year, to schedule meetings and activities in their assigned Ward buildings.
 - Wards have until the end of February to schedule other buildings for ward activities.
 - (For example, a Ward outside the Stake Center may reserve it for a Ward Christmas party, if the Wards in the building have not reserved the desired date by the end of January.)
 - After March 1st, individuals and families may reserve dates for family and other activities. As a reminder, the buildings and/or recreational property are not to be used for practices of commercially sponsored athletic teams or groups
- ★ Thanksgiving Week may be reserved with the Stake Building Scheduler.
 - Thanksgiving Week reservations are divided into time blocks of 8:00am-2:00pm and 2:00pm-8:00pm. This is done to accommodate the multiple requests for buildings on those days.
- ★ **Wards with regularly scheduled activities**, (i.e. youth activities and Relief Society), **should still schedule the building and resources used** but be sensitive and accommodating when funerals and viewings need to be scheduled on short notice. With up to 4 buildings in close proximity, events can usually be moved to other locations without difficulty
 - Even if it is something like Mutual, that you know is every Tuesday night; you can schedule a repeating entry.


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- * Exceptions to the above policy would include weddings scheduled early in the year, and funerals (since they are generally difficult to pre-schedule).
- * Monday's will continue to be scheduled by exception only and done through the Stake Building Scheduler
 - o All other days will be open to schedule but please keep in mind existing guidelines mentioned above
- * Private Events (family parties, reunions, funerals, etc.) must be scheduled through the Stake Building Scheduler (after April 1, where appropriate)
- * All events should be assigned to a building when appropriate
- * If you don't schedule the building, it may be reserved by someone else, even if you have a regular event.
- * For Ward parties, please put the Ward number in the description to help determine if conflicts exist
- * Do not schedule the entire building unless you know you are going to use it, like for a Ward activity
 - o If you are only using the Relief Society room, reserve that resource and leave the other parts of the building open for others.

Tips

- * Assign someone in each Presidency to maintain the calendar for the auxiliary/quorum and keep it up to date throughout the year
 - o Many people sync the Church calendar to their own personal calendar; this will keep people up to date of changes
 - o Parents can keep track of the activities of their youth by subscribing to the youth calendars
- * Once you create a repeating event (Mutual, every Tuesday from 7PM-9PM), you can delete individual items that fall on days when there is no event
- * A Bishopric can decide to add, or remove, calendars to better fit their own congregation's needs
 - o This should be given some thought because too many calendars make it hard to schedule (an event can only be on one calendar) and too few removes the ability for Ward members to see only what they need (and therefore pay more attention)
- * Private calendars can be created that allow for restrictions on who can edit and view the calendar
 - o A Bishop might want a calendar for interviews that only he and the Executive Secretary can edit and view, for example.
- * The Help portion of the Calendar provides very good information (in the upper right-hand part of the Church calendar, click , then "help" to see the calendar tutorial.

Please do not hesitate to contact the Stake Building Scheduler for assistance with training your Ward schedulers or to answer any questions.

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