



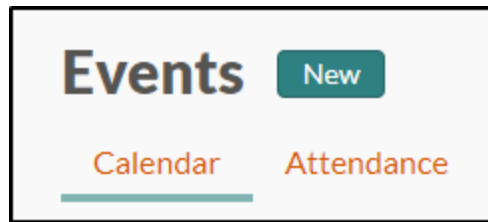
Church360° Members

Events & Attendance

Navigating the Events Calendar View

The Events view houses both a calendar view and a detail view on your congregation's attendance patterns and history.

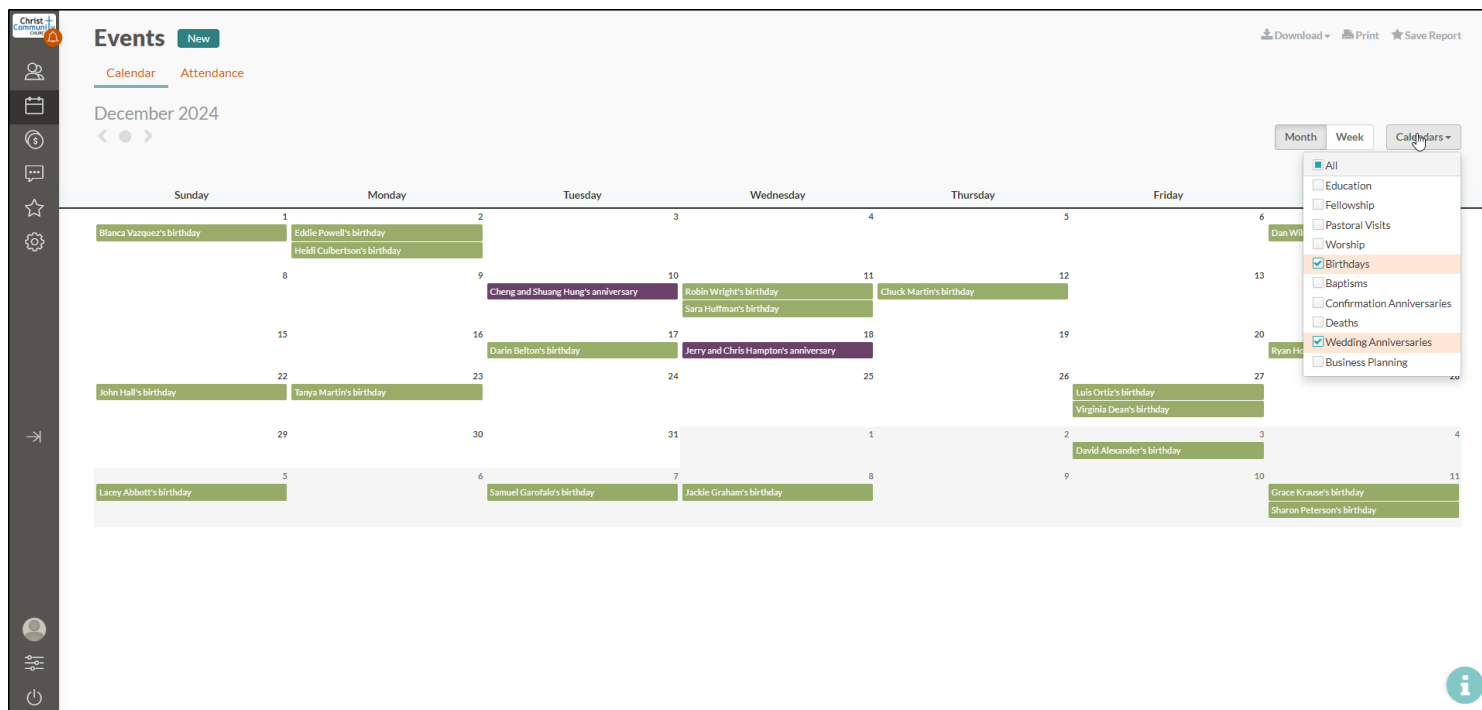
There are two views available in the Events area of the software: the Events calendar itself and Attendance. For more information on the Attendance view, please visit [this article](#).



The Events calendar allows users to create and manage events similar to how you would on an Outlook calendar. Like in Outlook, events can be repeated, locations can be assigned, and notes can be added. Additionally, events can be used to keep track of attendance, communion, and offerings for record keeping.

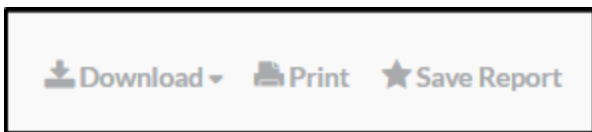
Managing events is easy in this view. To create an event, you can either click the “New” button in the upper left corner or click on the day you want the event to be on. A window will appear with additional fields that need to be filled in. Hovering over an event with the cursor will display a brief summary. Clicking on an event will take you to the edit view, where you can edit or delete the event.

- Note: Attendance cannot be entered unless an event has the “Attendance taken” checkbox marked. Similarly, offerings can only be linked to an event for which the “Offering taken” checkbox is marked.



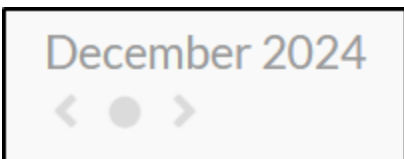
Action Buttons

- **Download** - On the Calendar view, you can export your calendar as a Word document (docx).
- **Print** - This option allows you to print your calendar and visible information directly from your browser. Printing options will be limited to your browser's capabilities and weeks may be cut off, depending on the number of calendars (and thereby events) that are selected. In the upper right, you can choose page orientation before printing.
- **Save Report** - This option allows you to save the columns and layout of your current view. You can access your saved reports at any time by clicking on the Reports page in the Primary Navigation bar.



Date Navigation Arrows

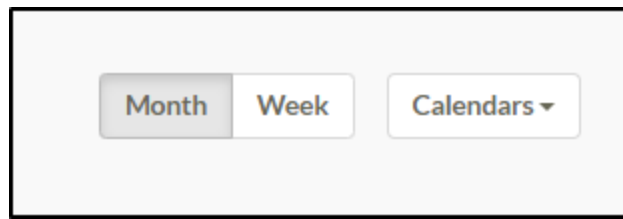
You can change the month or week you are viewing by using the arrows under “Events” in the top left corner; clicking the dot in between the arrows brings you back to the current month or week.



Toggle view and Calendar Selection

Over to the right side of the page are toggle buttons to change the view to monthly or weekly.

Clicking the drop-down labeled "Calendars" will display all the calendars that are visible to you. You can select and deselect calendars to find the ones you want to view.

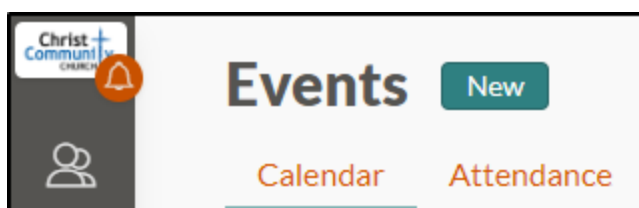


Adding Events

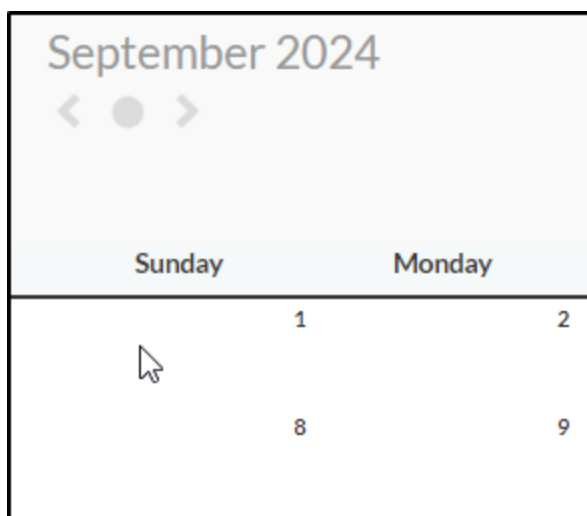
Events are items that are added to your calendar where attendance, communion, and offering records can be attached to. For this reason, in order to record attendance for any church-wide events at your church, you must first record these items as events on the Events Calendar view.

To add a new event,

1. Click the icon to go to Events. The default view for Events is the Event Calendar view.



2. Click the “New” button at the top of the page or click on a date on the calendar view.



3. In the Add Event window, enter the title of your event.
4. Add at least one calendar to assign to this event by clicking the "Select a calendar" field, start typing in the calendar name, and selecting the calendar from the drop-down.

The screenshot shows a modal window titled "Add Event" with a close button (X) in the top right corner. Below the title is a text input field containing "Worship & Communion". Underneath this is a section with a calendar icon and two tags: "Worship" (with a close button X) and "Communion" (highlighted with a blue border and a mouse cursor clicking on it). Below the tags is another orange button labeled "Communion".

5. If applicable, add a location.

6. If applicable, edit the starting and ending date and time. If the event is an all-day event, check the box to remove the time fields.

The screenshot shows the lower portion of the "Add Event" form. It features a location input field with a location pin icon and the text "Chapel". Below this is an "All day" section with a clock icon and a checkbox. To the left of the checkbox are two date input fields, both containing "Sep 1, 2024". To the right of the checkbox are two time input fields: the top one contains "8:00 AM" and the bottom one contains "9:00 AM". The "All day" checkbox is currently unchecked.

7. If this is a repeating event, check the box to mark it as such. Selecting this option will reveal additional information to be completed about how often the event occurs.

- Use the two drop-down menus to select how often this event should repeat.
- Selecting a monthly repeating event, users can add multiple days or days of the week by clicking on the green plus sign to add a new instance.
- Under the frequency, users can click to add an ending, if applicable.

Repeats

☒

Every

single

month

on:

the

1st

Sunday

-

the

3rd

Sunday

-

the

5th

Sunday

- +

Begins

Sep 1, 2024

Ends?

☐

Aug 26, 2024

8. If applicable, add a description.

9. Check the appropriate boxes to mark the event as taking attendance, serving communion, or taking offerings.

10. Click the “Add” button to confirm your event.

Please park on the side entrance to avoid renovation areas.

☒

Attendance taken

☒

Communion served

☒

Offering taken

Cancel

Add

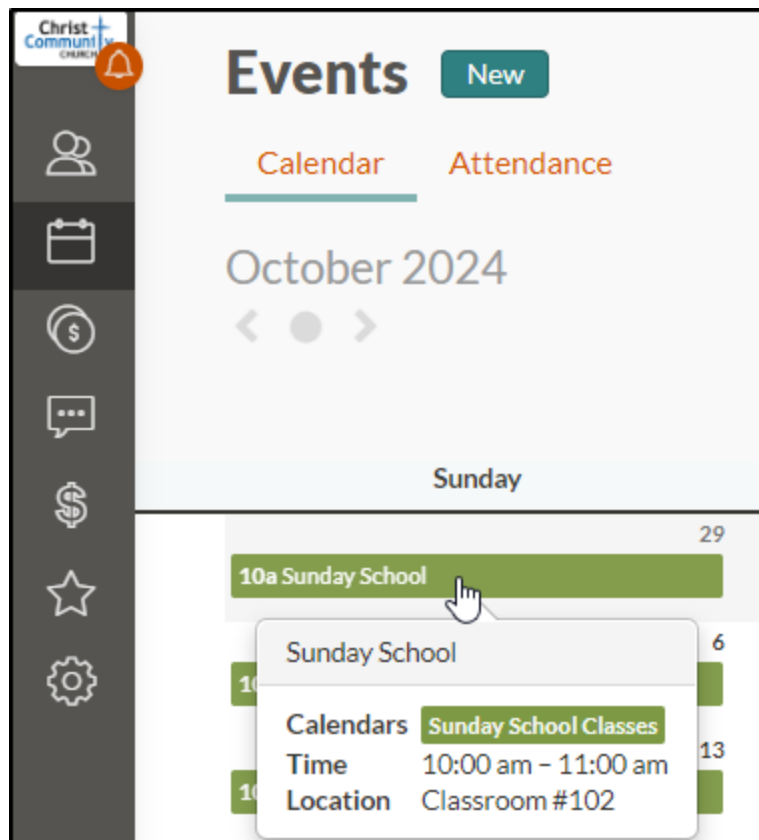
Editing Events

If an event or event occurrence needs to be changed in anyway, users can reopen the event's details and edit as needed.

If the event is a repeating event, users can also determine whether the change affects the event on a single date, all instances of the event, or all future instances.

To edit an existing event,

1. Click the icon to go to Events. The default view for Events is the Event Calendar view.
2. Find the event on the calendar view and click on it to open it for editing. If the edit is for a particular date, use the event on the date in question.



3. Make the desired change(s) to any of the event information.

Sunday School

Sunday School Classes ✕

Select a calendar

Classroom #203

All day ☐

Sep 29, 2024

10:00 AM

 Sep 29, 2024

11:00 AM

Repeats ☒

Every

single

week

Sun	Mon	Tue	Wed	Thu	Fri	Sat
-----	-----	-----	-----	-----	-----	-----

Begins

Aug 4, 2024

 Ends? ☐

Aug 26, 2024

Moving to classroom #203 until renovation completes.

Attendance taken ☒
 Communion served ☐
 Offering taken ☐

Delete this event

Cancel

Save

4. Click "Save" to save those changes. If this is a repeating event, a prompt will appear to ask if this changes is only for the date selected, all events past and future, or only future events.

Update Sunday School



- ☐ Update only this event.
- ☐ Update all events in this schedule.
- ☐ Update all future events in this schedule.

Cancel

Save

Deleting Events

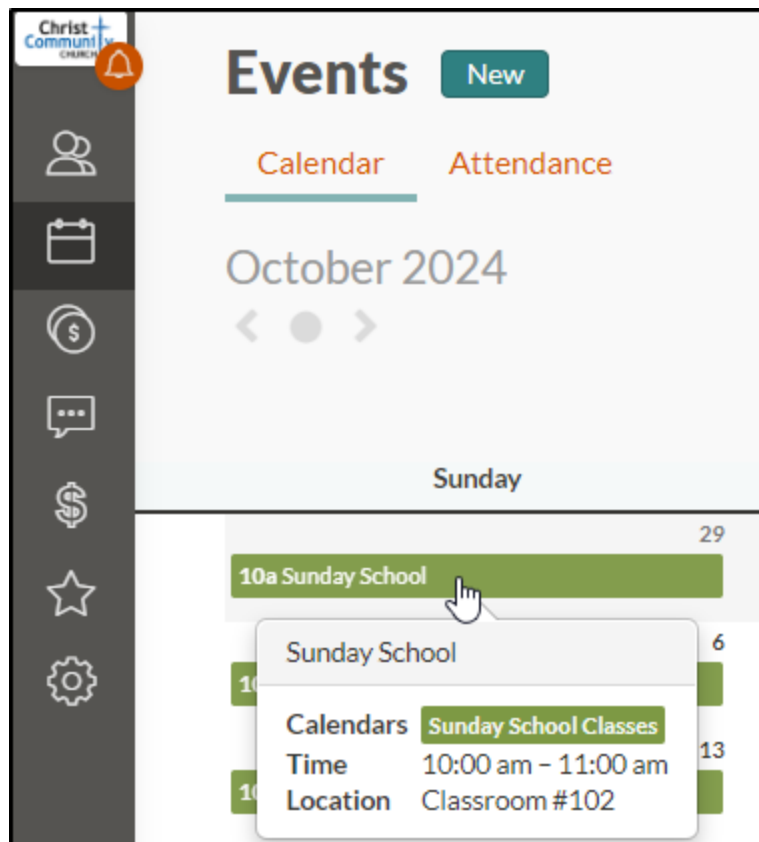
When events are cancelled or entered by mistake, users can open an event's details and delete it.

If the event is a repeating event, users can also choose to delete only an event on a single date or all instances of the event.

Note: If an event with attendance records is deleted, those attendance records will be purged as well. This action cannot be undone.

To delete an event,

1. Click the icon to go to Events. The default view for Events is the Event Calendar view.
2. Find the event on the calendar view and click on it to open it for editing. If the deletion is meant for a particular date, use the event on the date in question.



3. At the bottom of the edit window, click "Delete this event".

Delete this event

Cancel

Save

- If this is a repeating event, a prompt will appear to ask if this deletion is only for the date selected or only future events. Click the red “Delete Event” button to finalize your deletion.

Delete Event

☒ Delete only this event.

☐ Delete all events with this schedule.
Attendance has been recorded for some instances of this event.
If you delete them; that attendance will also be deleted.

Delete Event

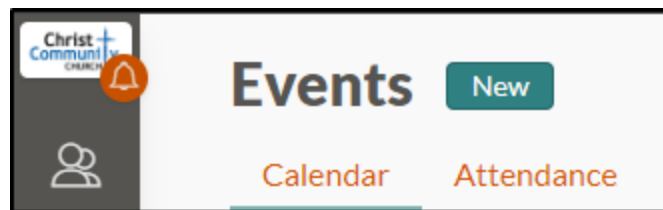
Cancel

Printing an Events Calendar

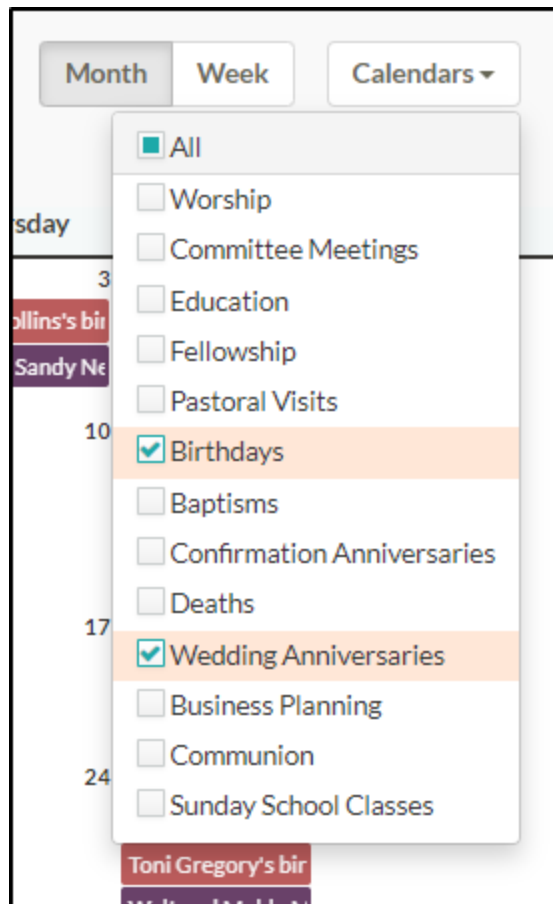
The Events calendar can also be printed directly from the browser you are viewing it on.

To print the events calendar view,

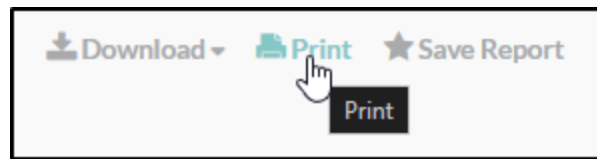
1. Click on the gear icon to go to Events. The default view for Events is the Event Calendar view.



2. Select which calendars you want to be visible by clicking on the Calendars drop-down menu on the right side of the screen.



3. Click "Print" in the top right corner of the screen to open a print preview in a new window.



4. To print from this screen, press CTRL+P or click “File” and “Print.”

Events

October 2024

Portrait

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Thomas Watson's birthday	30 James Simmons's birthday	1	2	3 James Collins's birthday Rick and Sandy Nelson's anniversary	4	5
6	7 Aaron Morrison's birthday	8 Eddie Watson's birthday	9 Edgar and Anita Gomez's anniversary James and Erin Collins's anniversary Victor and Julie Ortiz's anniversary	10	11 Howard Brown's birthday Sasha Murray's birthday	12

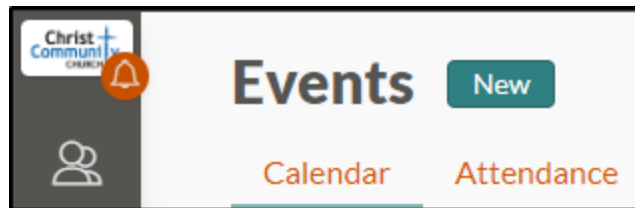
Note: In the top-right corner of the preview window, there is a button to switch between portrait and landscape printing. Landscape printing will allow the calendar to more easily fit on one page.

Exporting Events to iCal

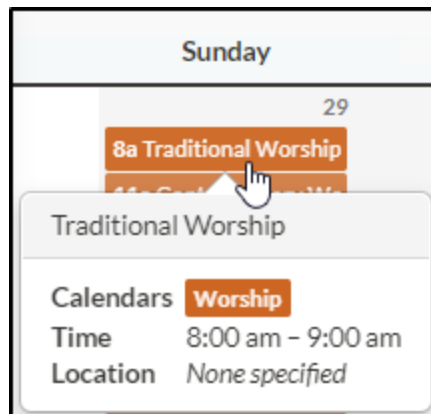
Events on the event calendar view can be exported to an iCalendar (.ics) file that can then be imported into other programs. An iCal file is exported from each individual event.

To export an iCal file for an event,

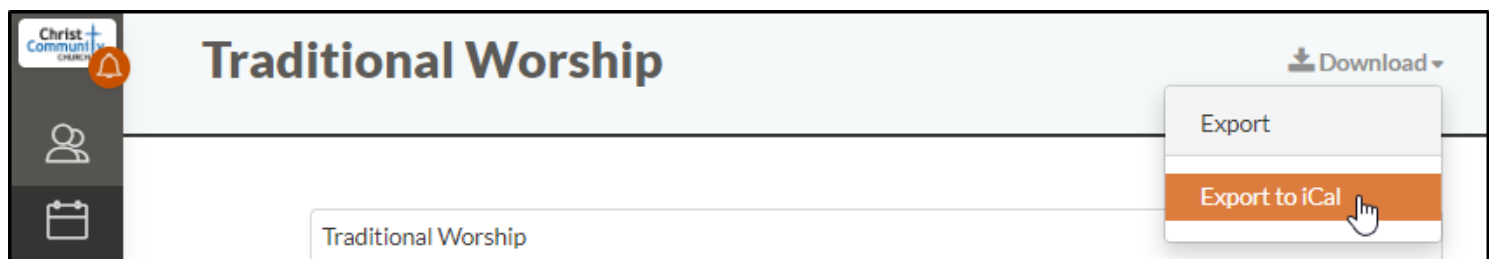
1. Click the icon to go to Events. The default view for Events is the Event Calendar view.



2. Find the event you want to export on the calendar view and click on it to open it.



3. In the top right corner, click Download" and select "Export to iCal". Your download will begin automatically.



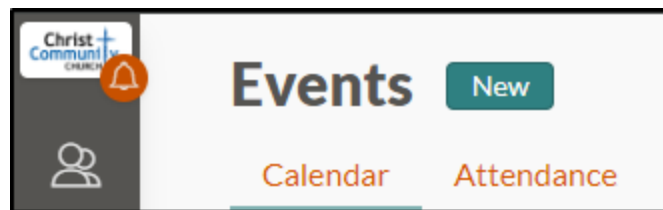
4. Click on the file to open it in a program of your choice.

Exporting the Events Calendar to Word

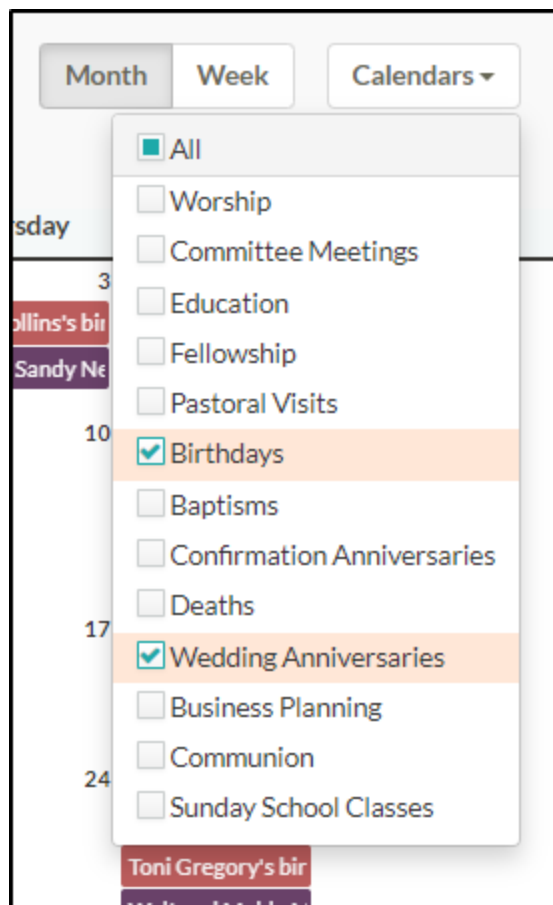
In addition to an interactive view, the Events Calendar view can be downloaded as a Word document for printing or publishing.

To export the events calendar view,

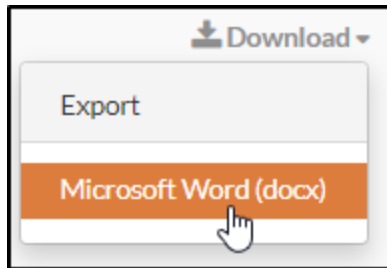
1. Click on the gear icon to go to Events. The default view for Events is the Event Calendar view.



2. Select which calendars you want to be visible by clicking on the Calendars drop-down menu on the right side of the screen.



3. Click “Download” in the top right corner of the screen and then select “Microsoft Word (docx)”. Your download will begin automatically.



4. Click on the file to open it in a document program of your choice.

Trying out the new Attendance Entry View

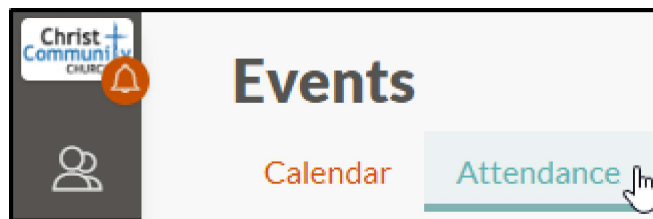
Keeping a record of attendance allows you to see how many people are regularly attending events at your church. This information can be used to create reports that will help you assess the growth of your church and the events that are offered.

Attendance batches can be worked on and updated without the need for posting. Only events marked to take attendance and have since passed are available on the batch entry screen.

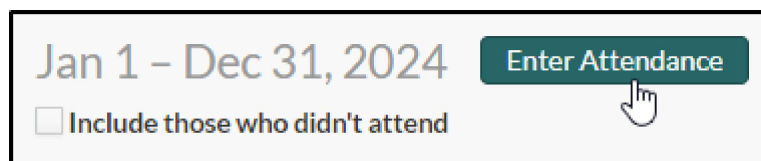
In the case of visitors, users have a choice between creating a person record beforehand for any visitor the church would like to record or simply add the number of visitors as an additional headcount.

To record or update an event's attendance,

1. Click the icon to go to Events and go to the Attendance view.



2. Click the "Enter Attendance" button.



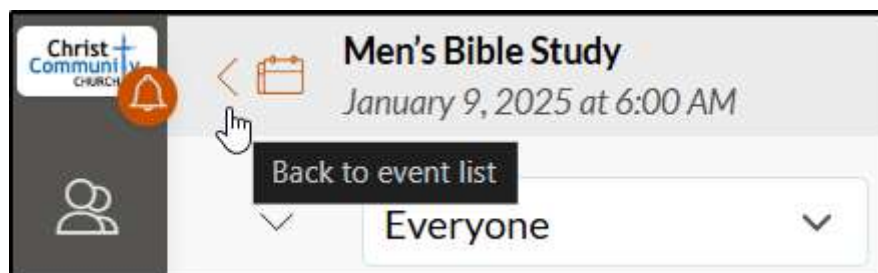
3. On the right hand side of the screen, find and select the event and date to enter attendance for.

AUGUST 2024	
26	Education Adult Bible Study
25	Education Senior High Youth Bible Study
25	Education Young Adult Bible Study
25	Worship Contemporary Worship
25	Education Sunday School
25	Education Adult Bible Study
25	Worship Traditional Worship

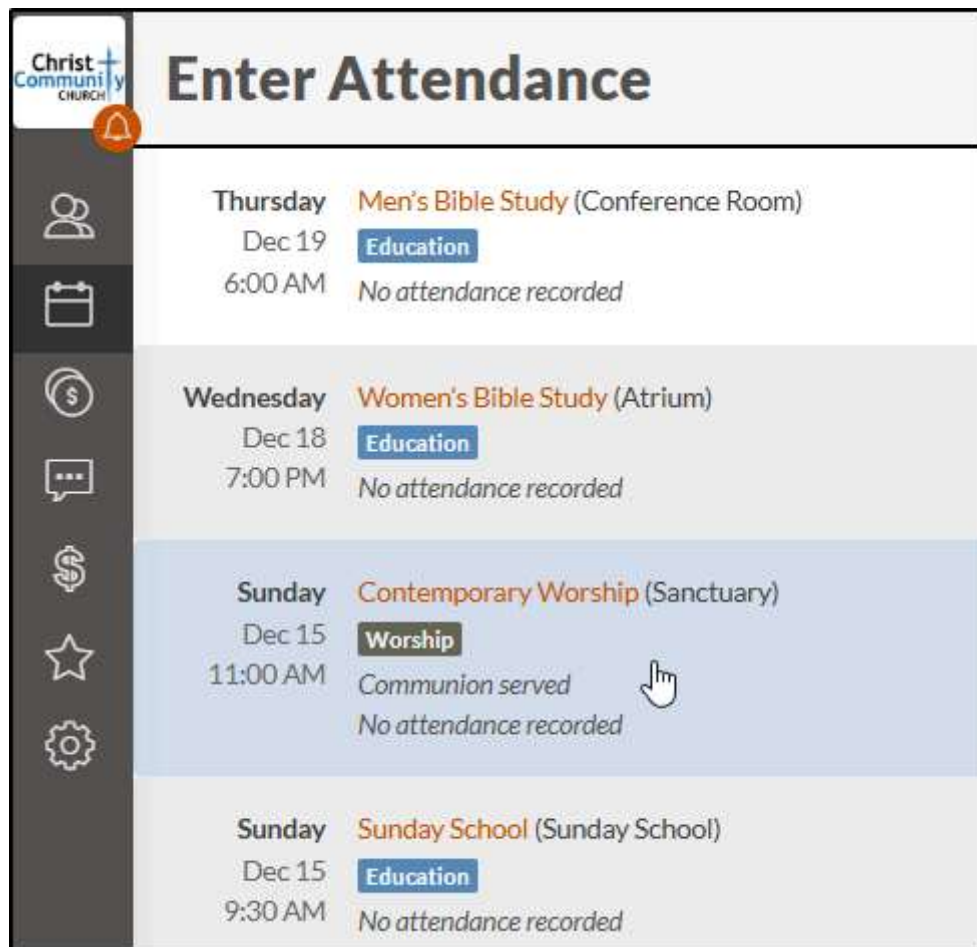
4. To use the new mobile-friendly version of the Attendance entry view, click "Try the new version" in the upper right corner of the batch entry screen.



5. If you need to navigate to another event, click on the arrow to the left of the event name to go to the event list. Otherwise, skip down to step 7.



6. On the next screen, find and select the event and date to enter attendance for. If the event is not available on this screen, the event may need to be [edited](#) to allow attendance to be added.



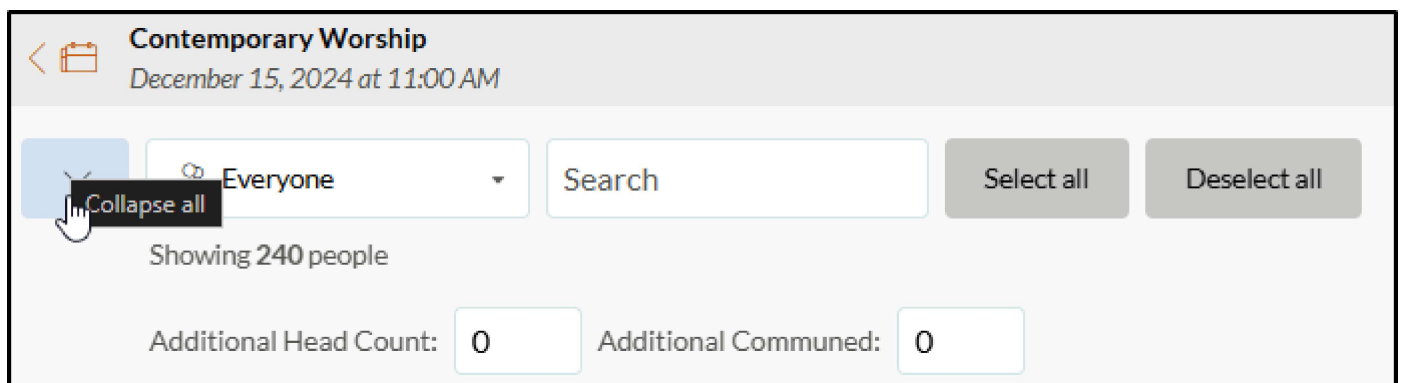
Christ Community Church

Enter Attendance

- Thursday** **Men's Bible Study** (Conference Room)
Dec 19 6:00 AM **Education**
No attendance recorded
- Wednesday** **Women's Bible Study** (Atrium)
Dec 18 7:00 PM **Education**
No attendance recorded
- Sunday** **Contemporary Worship** (Sanctuary)
Dec 15 11:00 AM **Worship**
Communion served
No attendance recorded
- Sunday** **Sunday School** (Sunday School)
Dec 15 9:30 AM **Education**
No attendance recorded

7. Scroll through the list of person names and click those who attended the event.

- Users can use the Smart Group drop-down menu or search bar to filter the visible list.
- Clicking the arrow next to the Smart Group drop-down menu will collapse or expand household member lists.
- Clicking "Select all" will mark all visible records as having attended (and communed, if applicable)
- Clicking "Deselect all" will mark all visible records as not having attended (or communed, if applicable)



Contemporary Worship
December 15, 2024 at 11:00 AM

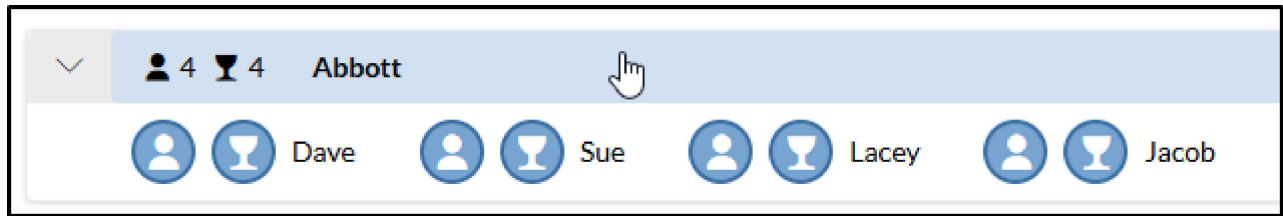
Everyone Search Select all Deselect all

Collapse all

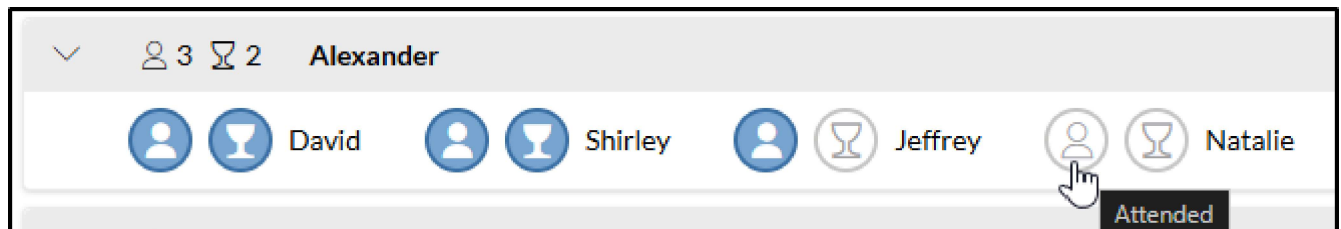
Showing 240 people

Additional Head Count: 0 Additional Communed: 0

- Clicking the household name will select all names within the household as having attended and communed.



- Clicking the person icon will mark a person as having attended.
- Clicking the chalice icon (if applicable) will mark a person as having communed.
- Clicking on an icon again will remove the mark.



8. All selections will be counted and saved automatically at the bottom of the screen. Users can enter additional headcounts for attendance and communion (if applicable) for visitors without a person record.

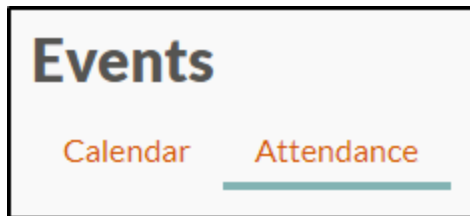
Additional Head Count:	7	Additional Communed:	4
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Once selections have been made and additions entered, no additional actions are needed.

Navigating the Attendance View

Under Events, users can navigate to the Attendance subheading to show details on their congregation's attendance.

There are two views available in the Events area of the software: the Events calendar itself and Attendance. For more information on the Events calendar, please visit [this article](#).



The Attendance view allows users to create and report on attendance batches and details on records attached to events created on the Events calendar.

To add or edit attendance records to an existing event, click on the "Enter Attendance" button in the upper left corner to be taken to the attendance batch entry screen.

- Note: Attendance can only be entered for events marked to take attendance (and communion, where applicable) will appear on the batch entry list. If an event doesn't appear on your list, you will need to open the event from the Event Calendar view to edit its settings to allow for attendance.
- Note: Attendance can also only be entered on or after the date of the event.



Action Buttons

- **Download** - On the Attendance view, you can export attendance information to a spreadsheet, either in Excel or CSV format. Downloads will specifically filter based on which records and columns are visible.
- **Print** - This option allows you to print your list of visible records and information directly from your browser. Printing options will be limited to your browser's capabilities and some columns may be cut off, depending on how many are selected. In the upper right, you can choose page orientation before printing.
- **Compare** - This option will open the selected date range as an attendance and contribution comparison between multiple years.
- **Save Report** - This option allows you to save the columns and layout of your current view. You can access your saved reports at any time by clicking on the Reports page in the Primary Navigation bar.



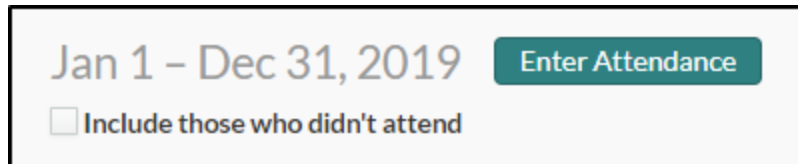
Date Range Selector

If you are looking for attendance details for a specific date range, users can click on the date range below the Attendance subheading to edit it as needed.

To avoid large amounts of data creating lagging, date ranges are limited to 18 months.

Under the date range, there is also a checkbox where users can choose to include people records of those who do not have attendance records for the selected date range.

To the right of the date range, there is a button labelled "Enter Attendance" that takes users to the batch entry screen.

A screenshot of a user interface element. It features a date range "Jan 1 - Dec 31, 2019" in a light blue font. To the right of the date is a teal button with the text "Enter Attendance" in white. Below the date range is a checkbox followed by the text "Include those who didn't attend".

Jan 1 - Dec 31, 2019

☐ Include those who didn't attend

Enter Attendance

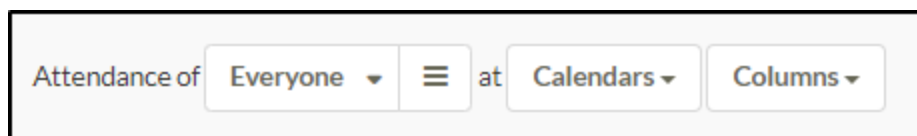
Drop-Down Menus

On the right of the view, who and what is shown under the Attendance details can be filtered by three distinct drop-down menus.

The first drop-down will contain a list of all Smart Groups (denoted with a lightbulb icon) and Tags (denoted with a tag icon) that you can select to automatically filter your view. On the right of this menu is a button with three lines on it. This will open up the Smart Group Trait drawer to access specific criteria to filter your view.

The second drop-down menu will display all the calendars that are visible to you. You can select and deselect calendars to find what kinds of attendance events you want to include.

The third drop-down menu is labeled Columns. This will allow you to choose which fields are shown on the view.

A screenshot of a user interface element showing filter controls. It starts with the text "Attendance of" followed by a dropdown menu currently showing "Everyone". To the right of the dropdown is a button with three horizontal lines. This is followed by the text "at" and another dropdown menu currently showing "Calendars". To the right of that is a third dropdown menu currently showing "Columns".

Attendance of

Everyone ▼

≡

at

Calendars ▼

Columns ▼

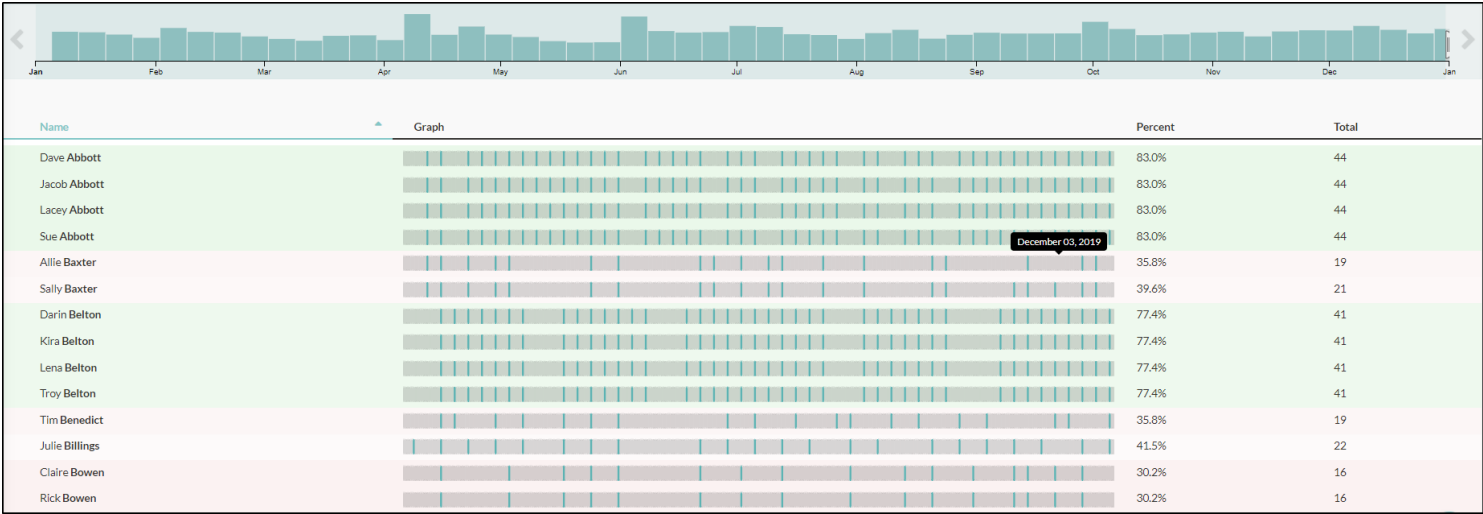
Overview Graph and Attendance Summaries

Once your date range and data filters are selected, the graph at top of the visible data shows an overview of your attendance recorded numbers.

Fields exclusively available in this view include:

- Graph - Displays an individual's personal attendance pattern within the selected date range
- Last Date - The last date of recorded attendance for the calendars selected

- Percent - Number of attended events divided by the total number of events
- Total - Total number of weeks an individual attended within the selected date range



Recording Event Attendance

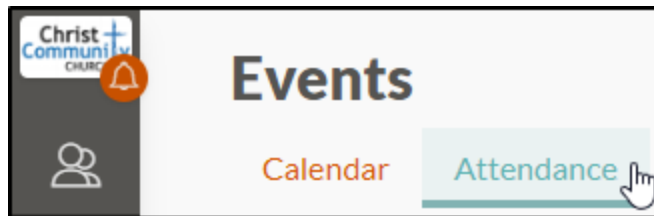
Keeping a record of attendance allows you to see how many people are regularly attending events at your church. This information can be used to create reports that will help you assess the growth of your church and the events that are offered.

Attendance batches can be worked on and updated continually without the need for posting. Only events marked to take attendance and have since passed are available on the batch entry screen.

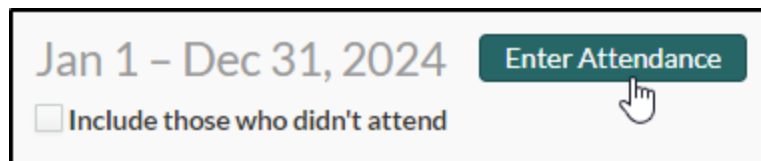
In the case of visitors, users have a choice between creating a person record beforehand for any visitor the church would like to record or simply add the number of visitors as an additional headcount.

To record or update an event's attendance,

1. Click the icon to go to Events and go to the Attendance view.



2. Click the "Enter Attendance" button.

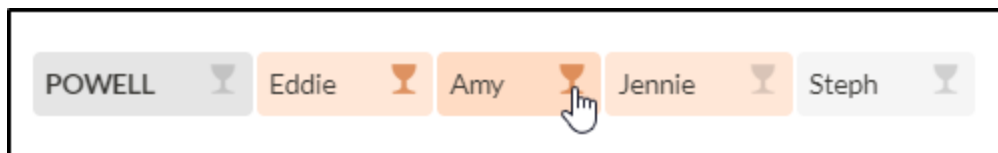


3. On the right hand side of the screen, find and select the event and date to enter attendance for.

AUGUST 2024	
26	Education Adult Bible Study
25	Education Senior High Youth Bible Study
25	Education Young Adult Bible Study
25	Worship Contemporary Worship
25	Education Sunday School
25	Education Adult Bible Study
25	Worship Traditional Worship

4. Scroll through the list of person names and click those who attended the event. Users can use the search bar or Smart Group selector to filter the visible list.

It's also worth noting that a [new attendance entry view](#) available that you can try by clicking "Try the new version" in the upper right corner of the batch entry screen.



- Clicking the household name will select all names within the household.
- Clicking the box will mark a person as having attended.
- Clicking the chalice (if applicable) will mark a person as having communed.

5. All selections will be counted and saved automatically at the bottom of the screen. If desired, users can enter a number in the “additional headcount” box for visitors without a person record.

33	☒ Attended (Select all) +	12	additional head count	Total: 45	
27	☒ Communed (Select all)			Transfer Clear	

The total number for your event attendance will be recorded in the number on the right side of the screen. Once selections have been made, no additional actions are needed.

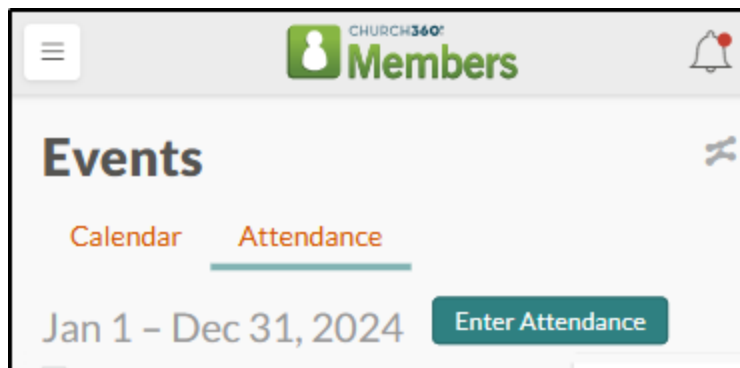
Recording Attendance from a Mobile Device

After significant updates to site infrastructure, mobile access and entry for attendance batches are now more consolidated and streamlined for phone or tablet use.

Users can access and update attendance on a mobile device as the event occurred or anytime afterwards.

To record an event's attendance on mobile,

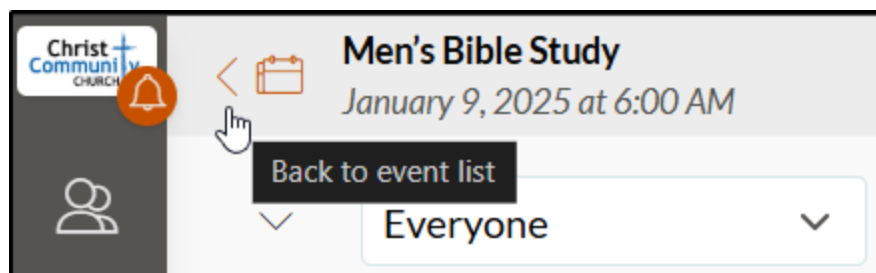
1. Click the icon to go to Events and click the "Enter Attendance" button under the Attendance tab.



2. To use the new mobile-friendly version of the Attendance entry view, click "Try the new version" in the upper right corner of the batch entry screen.



3. If you need to navigate to another event, click on the arrow to the left of the event name to go to the event list. Otherwise, skip down to step 7.



4. On the next screen, find and select the event and date to enter attendance for. If the event is not available on this screen, the event may need to be [edited](#) to allow attendance to be added.



Enter Attendance

Thursday	Men's Bible Study (Conference Room)
Dec 19	Education
6:00 AM	No attendance recorded

Wednesday	Women's Bible Study (Atrium)
Dec 18	Education
7:00 PM	No attendance recorded

Sunday	Contemporary Worship (Sanctuary)
Dec 15	Worship
11:00 AM	Communion served
	No attendance recorded

Sunday	Sunday School (Sunday School)
Dec 15	Education
9:30 AM	No attendance recorded

5. Scroll through the list of person names and click those who attended the event.

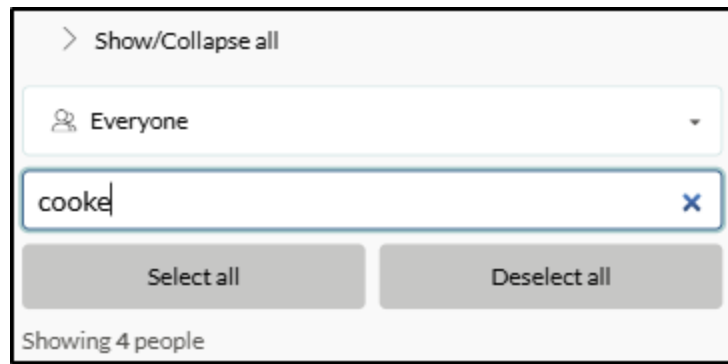
- Clicking the row directly under the event name and time will expand filtering and selection options.

The screenshot shows the CHURCH360 Members interface for a service titled "Contemporary Worship" on December 15, 2024, at 11:00 AM. At the top, there is a navigation bar with a menu icon, the CHURCH360 logo, and a notification bell. Below the header, a "Show/Collapse all" toggle is visible. A dropdown menu is set to "Everyone", and a search bar is present. Two buttons, "Select all" and "Deselect all", are displayed. The interface indicates "Showing 240 people". Below this, there are two numeric input fields for "Additional Head Count" and "Additional Communed", both currently set to 0, with minus and plus icons for adjustment. At the bottom, a link to "Everyone" is shown.

- Clicking "Show/Collapse all" will collapse or expand household member lists.
- Users can use the Smart Group drop-down menu or search bar to filter the visible list.

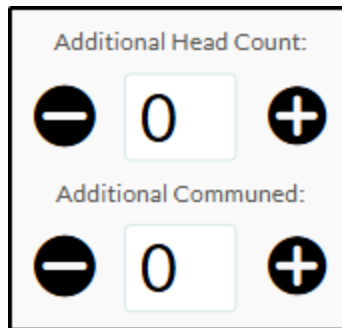
This close-up shows the "Smart Group" dropdown menu. The menu is open, displaying a list of options: "Everyone", "Active Members", "Band", "Board of Education", and "Computer Programming". Each option is preceded by a small icon. A search bar is located at the top of the dropdown list. To the right of the dropdown, a "Deselect all" button is visible.

- Clicking "Select all" will mark all visible records as having attended (and communed, if applicable)
- Clicking "Deselect all" will mark all visible records as not having attended (or communed, if applicable)



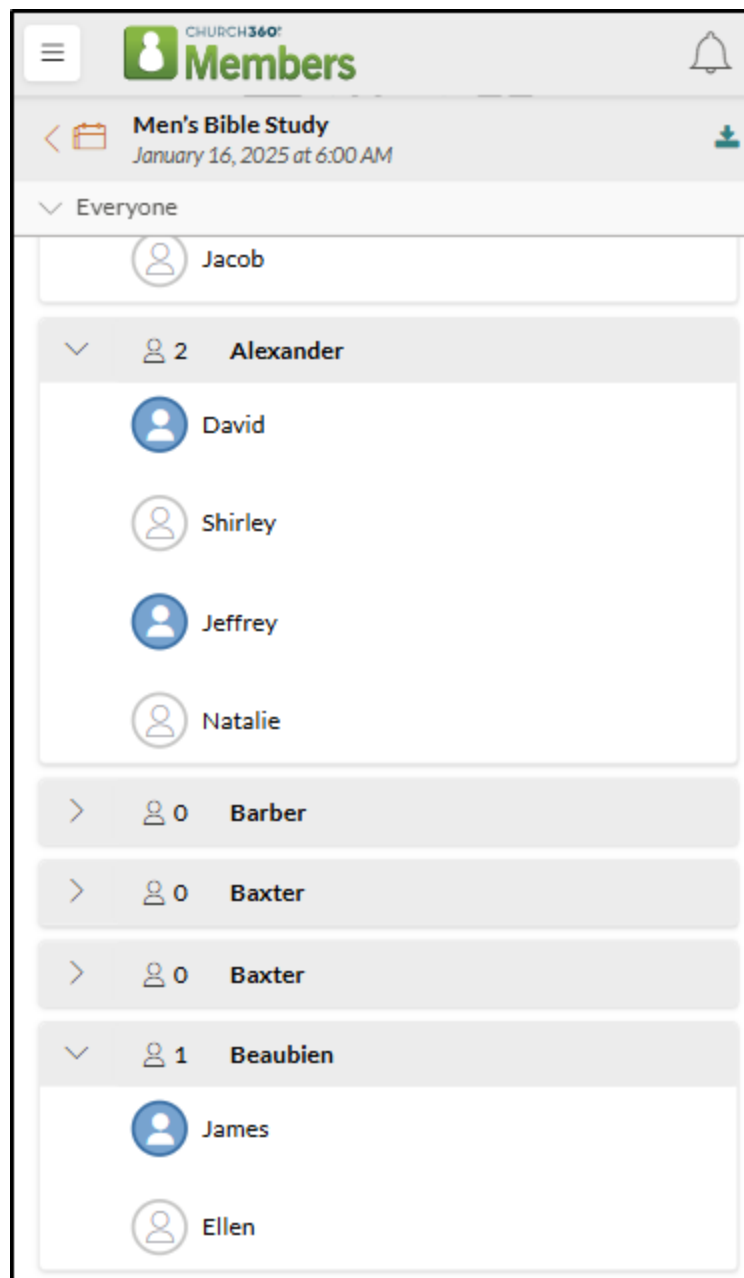
A screenshot of a user interface for searching and filtering people. At the top, there is a link "> Show/Collapse all". Below it is a dropdown menu with a person icon and the text "Everyone". Underneath is a search bar containing the text "cooke" with a blue "x" icon to its right. Below the search bar are two buttons: "Select all" and "Deselect all". At the bottom, it says "Showing 4 people".

- Users can enter additional headcounts for attendance and communion (if applicable) for visitors without a person record.



A screenshot of a form with two sections. The first section is titled "Additional Head Count:" and contains a minus sign icon, a text box with the number "0", and a plus sign icon. The second section is titled "Additional Communed:" and contains a minus sign icon, a text box with the number "0", and a plus sign icon.

- Clicking the household name will select all names within the household.
- Clicking the person icon will mark a person as having attended.
- Clicking the chalice icon (if applicable) will mark a person as having communed.
- Clicking on an icon again will remove the mark.



All selections will be counted and saved automatically at the bottom of the screen.

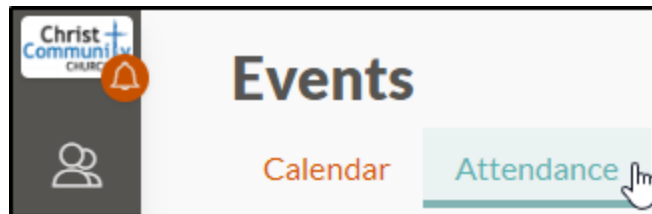
Editing Attendance

If attendance batches need to be corrected or updated, users can open past events and edit their attendance selections in the same way they added them in initially.

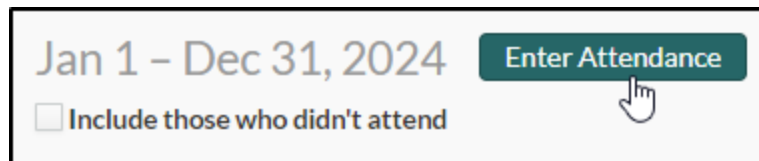
Changes to attendance batches are automatically updated with each change.

To record or update an event's attendance,

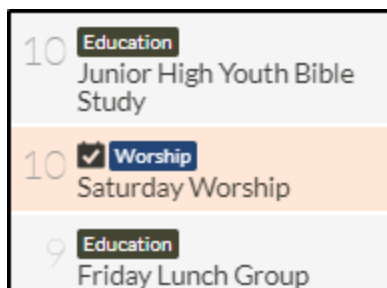
1. Click the icon to go to Events and go to the Attendance view.



2. Click the "Enter Attendance" button.



3. On the right hand side of the screen, find and select the event and date to enter attendance for. Events with attendance records will have a checkmark next to their calendar list.



4. Select and deselect people as needed. If desired, users can enter a number in the “additional headcount” box for visitors without a person record.

The total number for your event attendance will be recorded in the number on the right side of the screen. Once selections have been made, no additional actions are needed.

Saturday Worship

Saturday, Aug 10 2024 5:30 PM

Download

Type to filter families

Showing 195 people in

Members



☐ I would like to enter just a count for this event

ABBOTT	Dave	Sue	Lacey	Jacob
ALEXANDER	David	Shirley	Jeffrey	Natalie
BAXTER	Sally	Jessie M.	Allie	
BEAUBIEN	James	Ellen		
BELTON	Troy	Kira	Lena	Darin
BENEDICT	Tim			
BILLINGS	Julie			
BOWEN	Claire			
BROWN	Howard			
CALLAWAY	Rob	Kelly	Charlotte	Brian
CARROLL	Carmen			

- 11 Education Sunday School
- 11 Education Adult Bible Study
- 11 Worship Traditional Worship
- 11 Worship Contemporary Worship
- 11 Education Sunday School
- 11 Worship Traditional Worship
- 10 Education Junior High Youth Bible Study
- 10 ☒ Worship Saturday Worship
- 9 Education Friday Lunch Group
- 8 Education Men's Bible Study
- 7 Education Women's Bible Study
- 7 Education Women's Bible Study
- AUGUST 2024
- 6 Education Tuesday Morning Bible Study

32 ☒ Attended (Select all) + 0 additional head count

Total: 32

Transfer

Clear



Recording Head Counts only

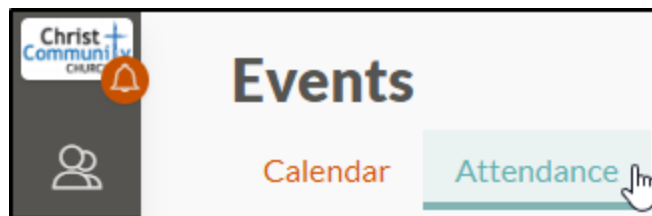
For some events, you may only need to record the number of people who attended, not the actual attendee names.

For example, a dinner, auction, or community event would not necessarily require specific names of attendees, only the head count.

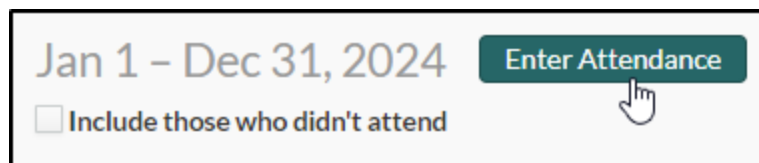
For these situations, users will enter in a number on the attendance batch entry screen instead of selecting people and households.

To enter in a head count only to an event,

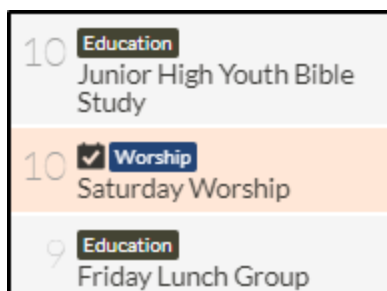
1. Click the icon to go to Events and go to the Attendance view.



2. Click the "Enter Attendance" button.



3. On the right hand side of the screen, find and select the event and date to enter attendance for.



4. Near the top right of the screen, check the box "I would like to enter just a count for this event". This will gray out the person selections and leave only a number field in the lower right corner.

5. Enter in the total headcount for the event and click "Save".

Note: You can still select individuals or households as having attended and then check the count only box to enter just a count. Doing this will still save who attended the event, in case you need to review who attended, but will only display the number of attendees in the attendance records.

Saturday Worship

Saturday, Aug 10 2024 5:30 PM

Type to filter families

Download

Showing 195 people in Members

☒ I would like to enter just a count for this event

ABBOTT	Dave	Sue	Lacey	Jacob
ALEXANDER	David	Shirley	Jeffrey	Natalie
BAXTER	Sally	Jessie M.	Allie	
BEAUBIEN	James	Ellen		
BELTON	Troy	Kira	Lena	Darin
BENEDICT	Tim			
BILLINGS	Julie			

11 Worship Traditional Worship

10 Education Junior High Youth Bible Study

10 ☒ Worship Saturday Worship

9 Education Friday Lunch Group

8 Education Men's Bible Study

7 Education Women's Bible Study

7 Education Women's Bible Study

AUGUST 2024

6 Education Tuesday Morning Bible Study

5 Education

Total: 45

Save

i

Recording Communion

When events are created, users can mark them to accept attendance and communion data.

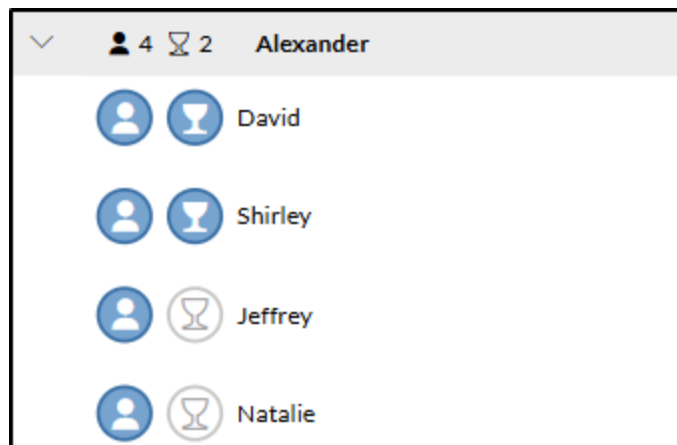
Then, users can input attendance and communion at the same time using the same steps one would when entering attendance. For more information on those steps, please visit our article on [recording attendance](#).

Next to each person and household name, there will be a person icon to mark them as having attended. If the event serves communion, a chalice will be available as well.

If a chalice is not available, users will need to [edit the event](#) to accept communion.

If someone is receiving private communion, either a new event will need to be [added](#) to the event calendar or that visit can be input as [a pastoral visit](#) to their person record.

[Head counts](#) for both attendance and communion can be added for those without person records.



Navigating the Calendars view

This article is in regards to the main view for the various collections of events called Calendars. If you are looking for more information on the Events calendar view, please visit [this article](#).

The Calendars view contains different groupings of events to allow for easier reporting and selection.

There are currently two types of calendars in Church360° Members: custom and anniversary calendars.

- A Custom Calendar will be added to events manually. An example for a custom calendar could be for "Concerts" or "Summits".
- An Anniversary Calendar uses date fields within a person's record to show as events, like "First Communion" or "Dedication". For this type to be used, a date-based custom field would need to be created. For steps on how to set up custom fields, click [here](#).

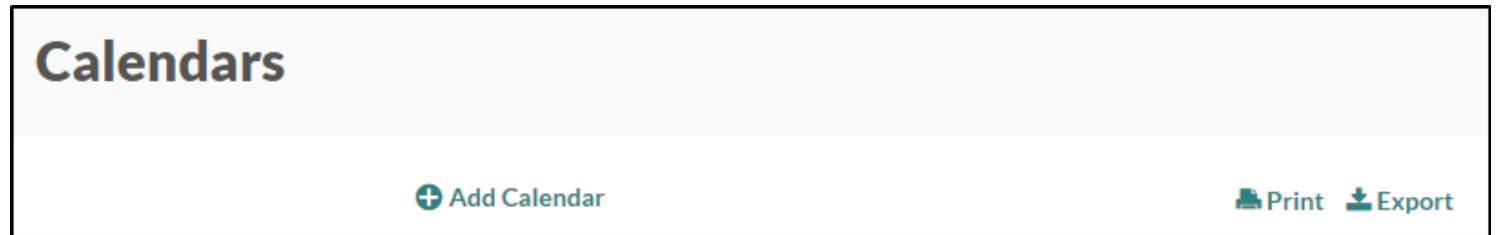
Some calendars are available by default or have been generated based on date-based fields found in person records.

- Worship - A custom calendar that can be used to denote worship-related events.
- Education - A custom calendar that can be used to denote education- or Sunday School-related events.
- Fellowship - A custom calendar that can be used to denote fellowship-related events.
- Pastoral Visits - An autogenerated calendar displaying entries entered in as Pastoral Visits.
- Birthdays - An autogenerated calendar based on the Birthday field in person records. Users can determine which Smart Groups to include on the Birthday calendar.
- Baptisms - An autogenerated calendar based on the Baptism Date field in person records. Users can determine which Smart Groups to include on the Baptism calendar.
- Confirmation Anniversaries - An autogenerated calendar based on the Confirmation Date field in person records. Users can determine which Smart Groups to include on the Confirmation Anniversary calendar.
- Deaths - An autogenerated calendar based on the Death field in person records. Users can determine which Smart Groups to include on the Death calendar.
- Wedding Anniversaries - An autogenerated calendar based on the Wedding Anniversary field in person records. Users can determine which Smart Groups to include on the Wedding Anniversary calendar.

Action buttons

Like other views, the Calendars view has action buttons for specific tasks.

- Add Calendar - This button will start an entry to create a new event designation.
- Print - This option allows users to print a list of calendars directly from your browser.
- Export - This action will export all calendars, their type, and visibility into a CSV file that users can edit and share.



Calendar List

All calendars and their details are listed in the view. A button at the bottom of the list allows users to show or hide any calendars that have been deactivated.

- Name - Displays the name of the calendar.
- Type - Displays the type of calendar
 - Anniversary - An anniversary calendar repeats the event on the same day every year and is automatically generated from a date-based field.
 - Custom - A custom calendar does not repeat and can be added to any manually created event.
- Color - Displays the color an event with this calendar would show on the Events calendar view.
- Events This Month - Displays how many events with this calendar are scheduled for the current month.
- Visible To - Displays which Attendance Roles are able to see this calendar.

Actions for Calendars

- Edit Calendar - The pencil icon to the far right of a calendar will open it for editing.
- Deactivate Calendar - The eye icon to the far right of a calendar will hide the calendar from event views. Clicking on the eye icon again will reactivate it. Default and autogenerated calendars cannot be deactivated.

- Delete Calendar - The trash can icon to the far right of a calendar will remove it from the list. Default and autogenerated calendars cannot be deleted.

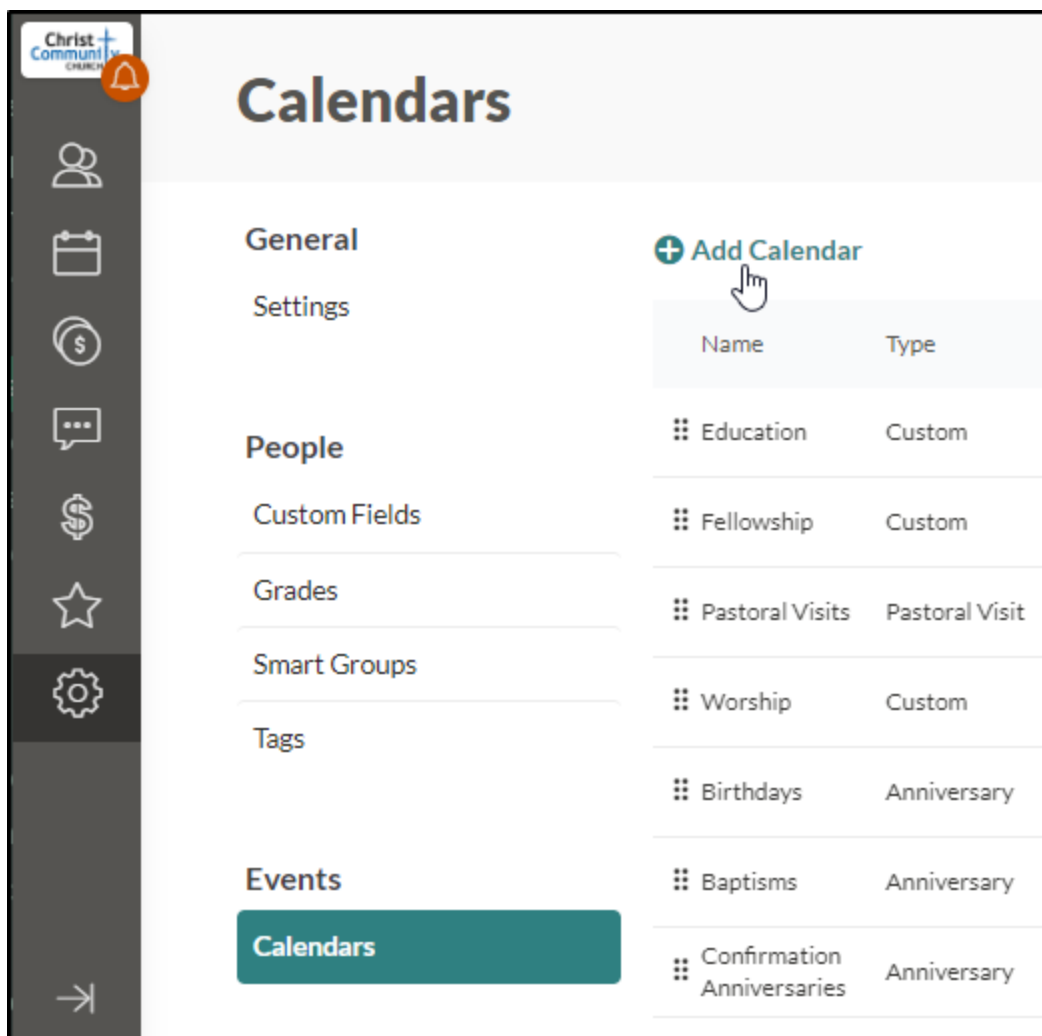
Name	Type	Color	Events This Month	Visible To	Action
⌵ Worship	Custom		23 events	Everyone	
⌵ Communion	Custom		0 events	Administrators only	
⌵ Education	Custom		54 events	Everyone	
⌵ Fellowship	Custom		0 events	Everyone	
⌵ Pastoral Visits	Pastoral Visit		2 events	Events Pastors	
⌵ Birthdays	Anniversary 👤 Members		25 events	Events General Users	
⌵ Baptisms	Anniversary 👤 Members		11 events	Administrators only	
⌵ Confirmation Anniversaries	Anniversary 👤 Members		17 events	Events Pastors	
⌵ Deaths	Anniversary		2 events	Administrators only	
⌵ Wedding Anniversaries	Anniversary 👤 Married People		6 events	Events Pastors	
⌵ Business Planning	Custom		0 events	Administrators only	
Hide Deactivated Calendars					

Adding and Editing Calendars

Events in Church360° are grouped and categorized into collections called Calendars to streamline viewing and reporting. Multiple calendars can be attached to a single event.

To add a new calendar,

1. Click on the gear icon to open your Settings view.
2. On the navigation menu on the left, select “Calendars” under the Events section.
3. Click "Add Calendar" to add a new entry to your calendar list at the bottom.



4. Enter the name of the new calendar in the text box.

5. Select the type of calendar this new entry will be.

- A Custom Calendar will be added to events manually. An example for a custom calendar could be for "Concerts" or "Summits".
- An Anniversary Calendar uses custom date fields within a person's record to show as events, like "First Communion" or "Dedication". For steps on how to set up custom fields, click [here](#).

6. Choose a color for events with this calendar to appear on the Events calendar view.

7. Choose the visibility for events with this calendar and click the "Save" button.

Name	Type	Color	Visible To	Save	Cancel
Committee Meetings	Custom		Administrators only Events Volunteers Events Pastors Events General Users Everyone		

8. To reorder the list of calendars, click the icon to the left of a name and drag the row to its desired position. Release the mouse to lock in the calendar's position. Changes will be automatically saved.

To edit, hide, or remove a calendar,

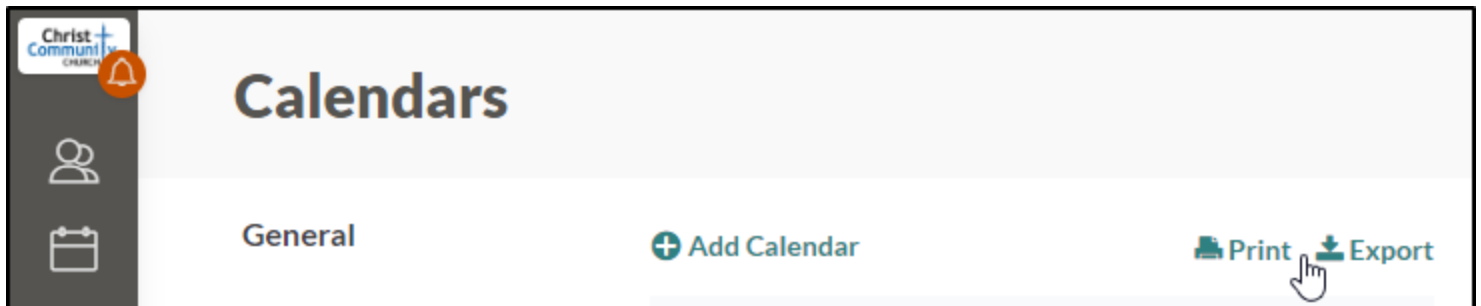
1. Click on the pencil icon to the far right of the calendar to open it for editing
2. Make any necessary edits and click the "Save" button.

Name	Type	Color	Events This Month	Visible To	Action
 Worship	Custom		21 events	Everyone	  

Printing or Exporting the Calendars List

If you ever need a hard copy of your list of calendars for reporting or consolidating purposes, you can do so from the Calendar view.

1. Click on the gear icon to open your Settings view.
2. On the navigation menu on the left, select “Calendars” under the Events section.
3. Click "Print" to open a print preview in your browser or "Export" to export as a spreadsheet.



Calendars

Name	Type	Color	Events This Month	Visible To
Worship	Custom		21 events	Administrators only
Committee Meetings	Custom		0 events	Administrators only
Education	Custom		47 events	Administrators only
Fellowship	Custom		0 events	Administrators only
Pastoral Visits	Pastoral Visit		0 events	Administrators only
Birthdays	Anniversary		18 events	Administrators only
Baptisms	Anniversary		25 events	Administrators only
Confirmation Anniversaries	Anniversary		14 events	Administrators only
Deaths	Anniversary		0 events	Administrators only
Wedding Anniversaries	Anniversary		7 events	Administrators only
Business Planning	Custom		1 event	Administrators only

Destination

Save as PDF

Pages

All

More settings

Paper size

Letter

Pages per sheet

1

Margins

Default

Scale

Default

Options

☐

Headers and footers

☐

Background graphics

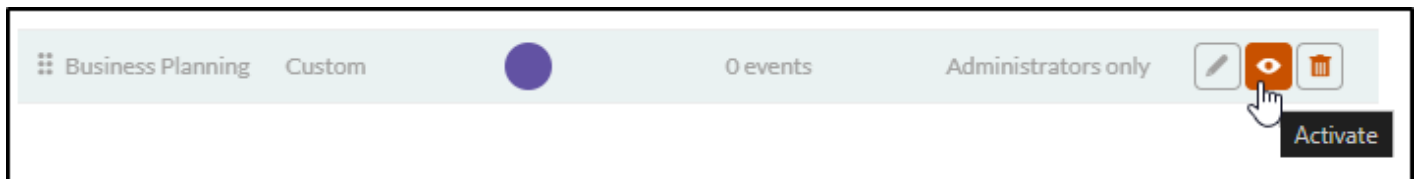
SaveCancel

Deactivating or Deleting Calendars

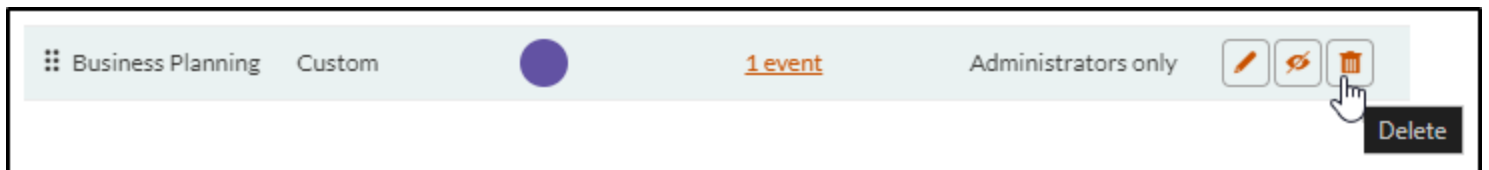
In the Calendars view, you can deactivate or delete calendars that are no longer necessary. Deactivating calendars hide them from view but do allow the calendar to be reactivated when needed. Deleting a calendar is a permanent purge of all events attached to this calendar, if not attached to another calendar that cannot be undone.

To hide or delete a calendar,

1. Click on the gear icon to open your Settings view.
 2. On the navigation menu on the left, select “Calendars” under the Events section.
- Click on the eye icon to the far right to deactivate the calendar and hide it from view. Click on the eye again to reactivate it.



- Click on the trash can icon to delete the calendar entirely and remove it from all related events.
 - If there are events attached to this calendar, a pop-up window will appear asking if you want to delete the calendar. Click the "Yes, delete calendar" button to finalize the deletion.





Do you want to delete "Business Planning"?

There were **12 events** scheduled on this calendar in the past year

There is **1 event** scheduled in the next 30 days

Warning: This cannot be undone.

Yes, delete calendar

Cancel and keep