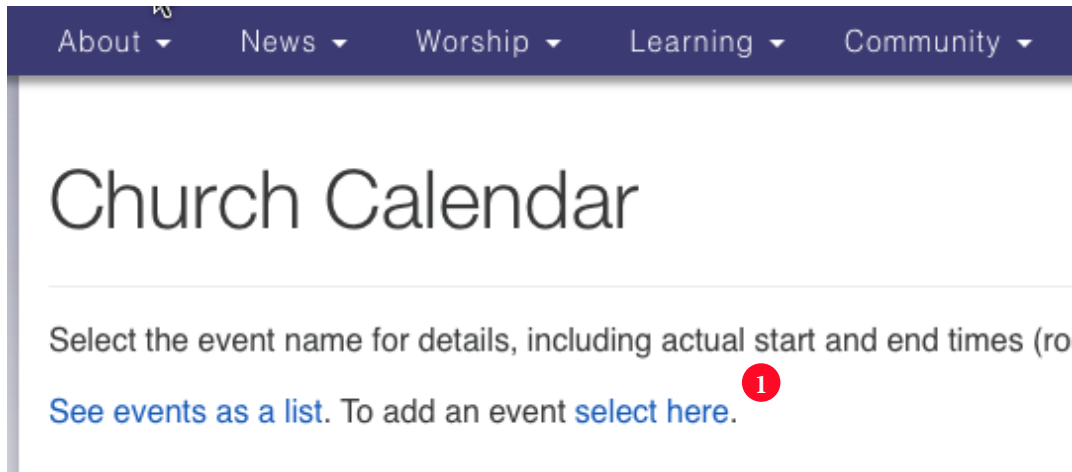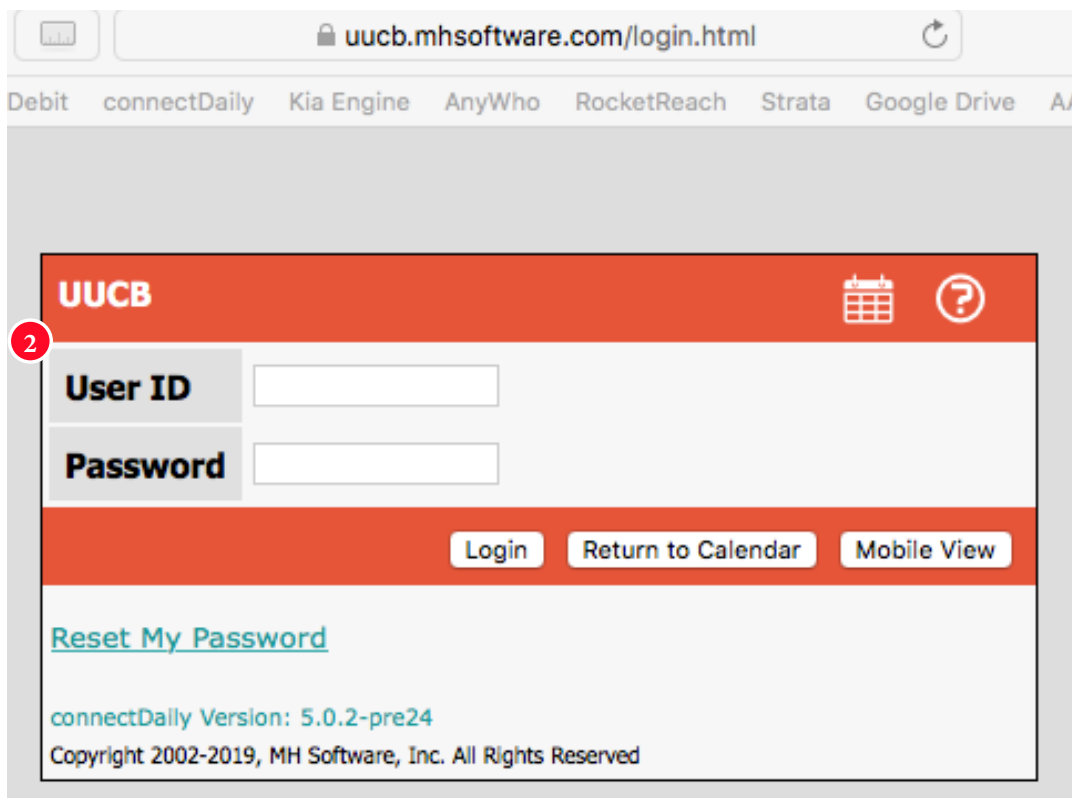# How to add events to the UUCB ConnectDaily calendar

There are two ways to add events to the calendar:

① 1. Anyone can add enter an event from the UUCB calendar. Events entered this way will get put on a a list for approval by staff.


② 2. Those who have credentials to enter events directly may go to https://uucb.mhsoftware.com/ and login.

If you would like login credentials, contact the UUCB Executive Director (Tess) ed@uucb.org.

Much of the process of entering information about events in the form should be self-explanatory.

(1) If you need help, try checking out one of the tutorials available through the ? icon.
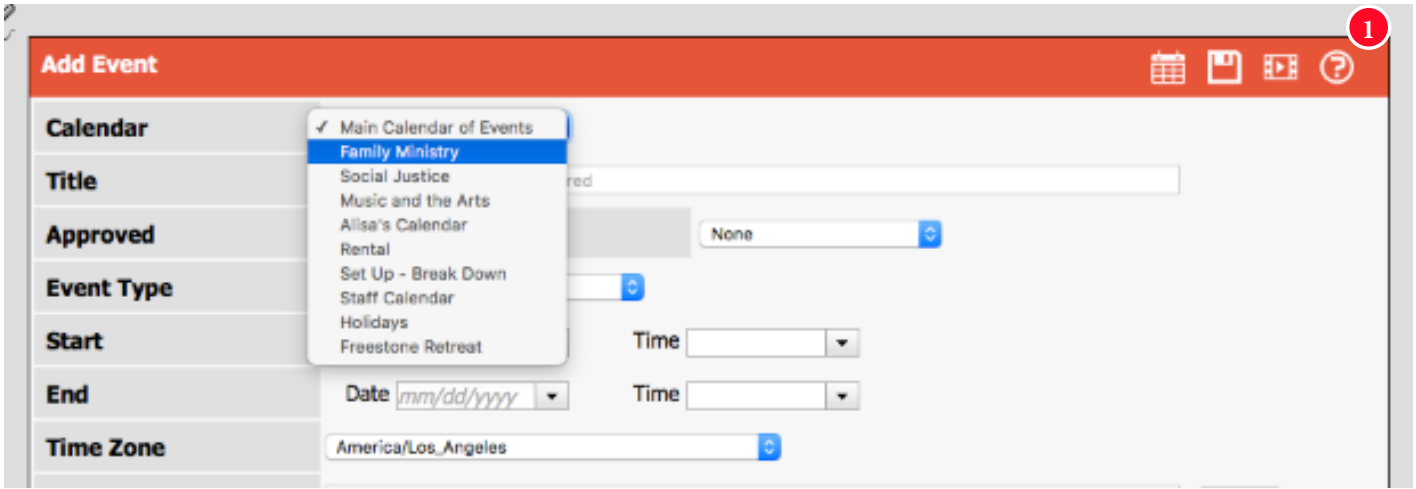
Calendar control

All events display on the Main Calendar of Events. If your event should also display when users filter to see a particular subset calendar such as Social Justice or Family Ministry, please add it to the appropriate calendar.
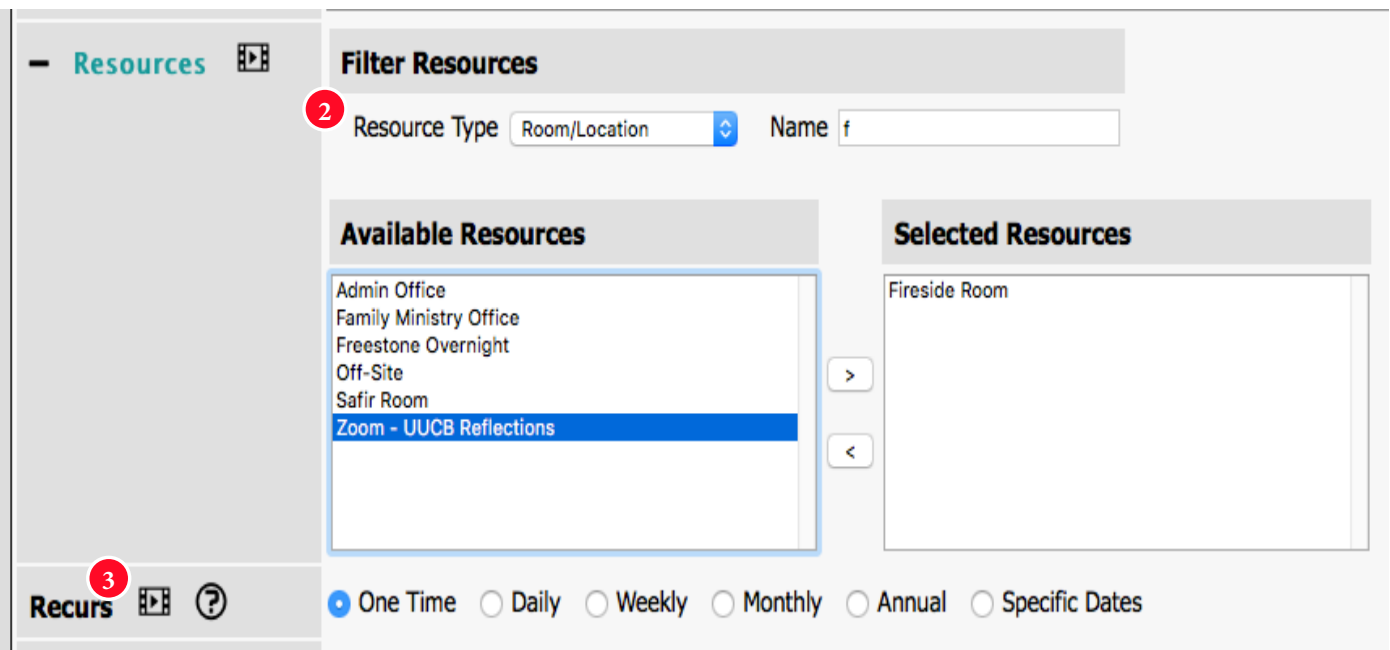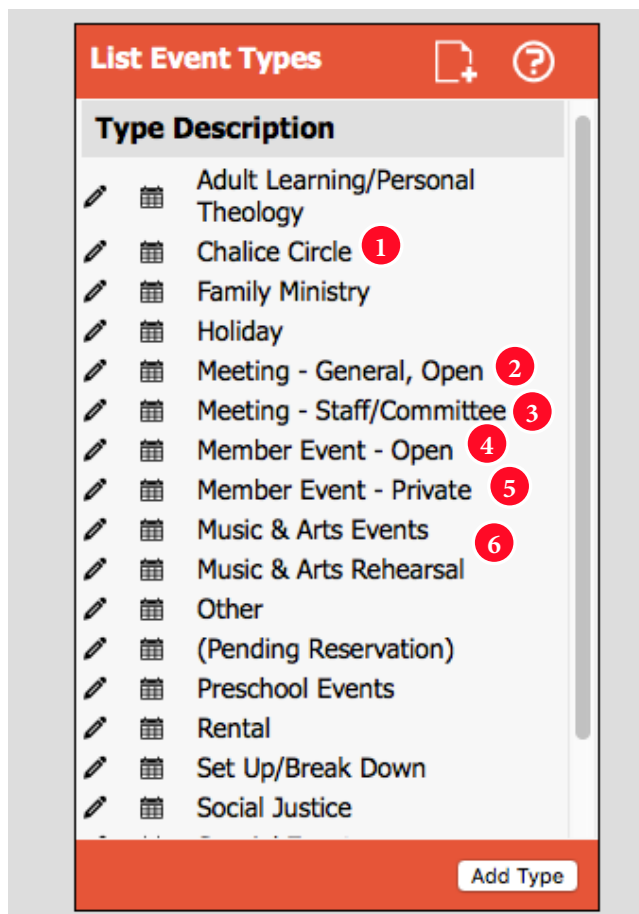

(2) **Resources**

See tutortials for how to use the controls for selecting resources, in particular rooms. Note the little video icon offering direct access to a tutorial.

(3) **Recurrence**

Use this control if the event will take place on a recurring basis.

Event Types

List Event Types

Type Description

- Adult Learning/Personal Theology
- Chalice Circle ①
- Family Ministry
- Holiday
- Meeting - General, Open ②
- Meeting - Staff/Committee ③
- Member Event - Open ④
- Member Event - Private ⑤
- Music & Arts Events ⑥
- Music & Arts Rehearsal
- Other
- (Pending Reservation)
- Preschool Events
- Rental
- Set Up/Break Down
- Social Justice

Add Type

Key to how well your event displays on the calendar is the selection of Event Type. Some notes:

Meetings

An overly large category has been split into separate Event Types for different kinds of meeting:

① Chalice Circles

② General Meetings such as Congregational Meetings, GA

③ Staff/Committee meetings including BoT, etc.

④ Member Events open to all such as Zoom coffee hour

⑤ Member Events of a more private nature - weddings, memorials

Arts and Music - Performance vs. Rehearsal

⑥ The actual Events display more prominently than Rehearsals.

Events with more than one type

When an event fits more than one Event Type, please choose one of them to display rather than choosing "Other." The Other category deliberately displays with less prominence.

Also please do not use the Special Event category (it may be cut.) Use the Events Calendar, a separate process, for Special Events.