

Click on **Add Event** on a day in the **Calendar view** or the button in the **Events view** to open the **Add event** dialogue

All Day?: Usually not ticked so that you can enter specific **Start** and **End** times

Event Repeats?: Tick to enter **Frequency** and **Repeat Until** for sequences of events

Add event for this date

Details

Name *

All Day?

Start

End

Event repeats?

Frequency

Repeat until *

Repeat dates

Name: the title of the event as it will appear in My ChurchSuite and on the website

Repeat Dates: Delete any from the sequence that you know now that you don't want



Location: Choose **Physical** or **Online** and enter the name of the location

Site: Choose **Wantage Community Church**

Status: Choose **Confirmed**

Description: Keep the formatting simple and include links as required

Address: If Location is **Physical** then enter an address for Google Maps
If **Online** then enter the web address of the website (e.g. Zoom room)

Category: Choose one of the following

- ⊕ WCC Internal Meetings
- ⊕ WCC Outreach Event 
- ⊕ WCC Special Service 
- ⊕ WCC Sunday Service 
- ⊕ WCC Small Group Meetings 

All categories of events are visible to members of WCC in My ChurchSuite ⊕
Categories followed by  also appear on the website

Location

Address

Site *

Category *

Status

Description

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We are continuing to meet at Wantage Primary Academy, Rutherford Road, Wantage, OX12 7GQ. This venue blesses us with the use of a large hall which provides plenty of room for those who are able to come along. Alternatively you can join us online on [Facebook](#).

If you and/or members of your family or bubble would like to join us this Sunday then please "sign up" each person to their meeting. This is necessary as part of the process of ensuring that we can contact those at the meeting afterwards if the need arises. **Please sign up as far in advance as you are able as it really blesses the children's workers to know how many are coming. Thank you.**

We really look forward to seeing you!

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Visibility

Show in My ChurchSuite

Restrict to tag: All at Wanta... x

Make this event visible in My ChurchSuite to specific people - it will only display for contacts with these tags.

Show in Embed

Show in Connect

Show in "Featured Events"

Sign Up

Sign up through Event Page

Sign up to the sequence

If selected, all sign-ups will be saved against the event sequence rather than the individual event.

Sign up through My ChurchSuite

Sign up through Connect/Embed

Allow sign-ups to cancel

Sign-ups will be provided with a cancellation link in their confirmation email.

Capacity:

Show in My ChurchSuite: always tick this

Show in Embed: Tick to make event visible on the website Do NOT tick for WCC Internal Meetings

Show in "Featured Events": Tick to make appear on My ChurchSuite homepage and list at top of My Events page

Sign up to the sequence: Tick to make sign ups apply to every event in the sequence (e.g. for courses)

Sign up through Connect/Embed: always tick this

Restrict to Tag: Select All at Wantage to ensure that only WCC can see events in My ChurchSuite

Show in Connect: NOT currently used

Sign up through Event Page: Tick to allow people to sign up to event or sequence

Sign up through My ChurchSuite: always tick this

Allow sign-ups to cancel: always tick this

Capacity: leave blank (displays as infinity symbol ∞) if no limit, otherwise enter a number for total event capacity

Click on the **Event** you have created in the **Calendar** or **Events** views to see the details

Hover the mouse pointer here then click on the pencil that appears to edit the image

Edit Image

Replace sequence image

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Drag or choose a file from your device using the dropzone above. File will be updated immediately.

Click **Go to > Go to event page** to see how the event will appear in My ChurchSuite and on the website

Tickets use this tab to Add and Edit tickets for the event

Add ticket

Name * Hall

Description

Available Start

Available End

Quantity

Price £

Pay on arrival

Visibility Visible

Add to sequence

Save

Add overseer: Use this to allow nominated people see sign-ups and be able to check people in to the event

Untick **Notify of sign-ups** and **Notify of cancellations** to avoid notification emails

Add overseer

Overseer **Andy White**

Notify of sign-ups
Receive an email for each sign-up.

Notify of cancellations
Receive an email each time a sign-up is cancelled.

Update sequence
Add this overseer to all future events in this sequence.

Save

Leave **Available Start**, **Available End**, **Price** and **Pay on arrival** all blank. Enter a **Quantity** to limit number of this type of ticket. All tickets contribute to overall event Capacity