

Instructions for St Ann Church Facility Use Reservation

1. If you do not have one already create a gmail account at gmail.com
 2. In the upper bar click on the 9 blocks to get to the calendar link.
 3. Be sure to look at the existing calendar to make sure you are not scheduling activities during room closures, school closure or school activities. (<http://www.stann-emmaus.org/church/pages/facility.htm>).
- (If the school is closed for a holiday or snow closing the facility is not to be used unless permission has been given by Mrs. Kile, check for school closings at www.wfmz.com)*
4. Create your calendar for the year from August 2015 through August 2016
 5. Click on the date of your entry and in the event line state your group name and room needed ie. "Knights of Columbus – Caf"
 6. Next click edit event details, uncheck all day and state the start and finish of your requested room use. Also state the requesters name and phone number in description so we know who to go to if a conflict occurs.
 7. Do 4 and 5 for each event. If you feel comfortable with the repeat function, then use that if you would like.
 8. When completed, review your calendar to be sure all your dates and information is correct.
 9. When completed, click on the gear looking icon on the top right of the screen. Then click on settings. Under settings click on the calendars tab at the top.
 10. You will see your calendar listed as *your gmail name*. On that line you will see Shared : Edit Settings. Click on this.
 11. Where it state "Enter email address" type in churchofstann@gmail.com . And make sure the box to the right says "see all event details" and hit the save button on the bottom.
 12. This will share your calendar with the parish facility use calendar so we can review your calendar to make sure that it does not conflict with another event. If it does conflict a call will be placed to each party to see if we can move them to another room.
 13. Finally send me an email from your gmail account to churchofstann@gmail.com so I know to look for your calendar.
 14. You will be sent an email for you to confirm/review that all dates and times posted are correct.

Please complete your submissions during this planning session. Submissions will be accepted until August 23th. After that time you must request permission for use from the rectory.

PLEASE USE ONLY THE ROOM YOU RESERVED. NO SNEAKING INTO UNRESERVED AREAS.

If you get stuck or confused please call Mike Elwert at 610-965-5973