


Calendar step by step guide

• Menu: Activity → Add

- Type brief **Title** (avoid using special characters including single/double quotes, brackets, commas, &, slashes, dashes etc)
- Type brief **details** (**limited to 25 lines of text**). For long texts please use an attachment (which can be added after saving your activity).
- Select a suitable **Category** (some are ecclesial specific while others are viewable by everyone). A category defines the audience and visibility of an activity. Ecclesial specific activities are only visible by your own ecclesia, by using the **Calendar Key** (defined on the NCC **Ecclesia Details** webpage). But note that you can still send out emails for an ecclesia specific category but the calendar activities will not be displayed to everyone (only to the ecclesia using the ecclesial password key). The mail out can be to everyone or to the ecclesia only.
- Select and update the **Start** date and **Finish** date.
- Select the **appearance date** in the Calendar system (default is today).
- Enter an **Activity Time** if applicable. This is a text field so a short message is possible.
- Click on **Add Activity**.
- After adding (Saving) the activity, you can add attachments if required
 - **Browse** and select the attachment.
 - Enter a short **description** for the attachment.
 - There are no significant restrictions on the attachment other than it must be in a PDF, JPG or PNG format.

• Menu: Send Email(s)

- Select the **Activity** to be emailed out.
- Choose between **Send Now** or **Send Later** (scheduling at a later time). Sending later can also be scheduled as a reminder straight after a **Send Now**.
- Review your **Activity** Title and Description.
- Click on the **Recipients** drop down list button.
- Select an appropriate **Recipient list**.
- Click on **Add a List** dropdown. 
- Select additional lists if required (as before). This adds additional Recipient list after you click on **Add a List**.
- Type in additional email addresses (there is a strict format of: “name”, “email@address”) and then click on **Format Recipients** (to check and standardise the format).
- Remove or add recipient lines as required.
- It is recommended to manually add the requester or coordinator of the activity to the recipients list (if they are not included already) so that they or you will receive a copy of the email out.
- Click on **Send Emails Now**.
- **Send Email Later** is the same as **Send Now** but with the addition of a schedule date. Note that any subsequent changes made to an Activity prior to the send later date, will be included in the email out.

• Menu: Email List(s)

- **Add an Email List** for email address lists that are to be repeatedly used.

• Notes:

- Recipient of NCC emails and calendar mailouts, are requested to please whitelist calendar@christadelphiansaustralia.org.au (the calendar email account) as well as the ncc@aace.info in your email application. As an example, whitelisting can simply be achieved by adding these email account to your email Contacts. This will reduce the possibility that mailout emails will be placed in SPAM etc.

Calendar View guide

Access: <https://www.christadelphiansaustralia.org.au/calendar/viewcalendar.php>

- Public or open calendar activities are displayed by default.
 - You can browse history or future activities by clicking on the **Previous** or **Next** buttons.
 - To filter activity categories use the **Select a Category** drop down list.
 - To view Ecclesia Specific calendar activities, type your ecclesial category password into the **Access key** box.
 - To drill down for additional activity details, click on the activity **Description**. This opens a new window / tab and displays all the information available. This window or tab can be Closed or Printer as required. In this window / tab you can open and view attachments (if that is supported by your device).
 - To view only Ecclesia Specific activities select **Ecclesia Specific** from the **Select a Category** drop down list.

How to review or change your Ecclesia Specific password:

- With Ecclesial update access, click on the menu item: **ECCLESIA DETAILS**.
- For the data entry field **Calendar Key (to display Ecclesial Activities)** review or update your **Ecclesia Specific** calendar password.
- If you change your password then scroll down on the web page and click on **Save Changes**.

Some benefits of the Calendar system

- **An activity automatically appears in the Calendar system (as controlled by the Category selection). This is intended to improve ecclesial communications and reduce event clashes.**
- **You can view the calendar activities on your device at any time. See <https://www.christadelphiansaustralia.org.au/calendar/viewcalendar.php> This link can also be seen on mobile devices.**
- **You can view secured ecclesial activities in the same calendar activities listing.**
- **Email(s) are send out directly from the calendar system.**
- **WebLinks are created for all the activities. These links can be referenced in ecclesial mailouts.**
- **This is a centrally maintained email address list for all ecclesias.**
- **A record and an archive of activities and emails is centrally maintain.**