

Events

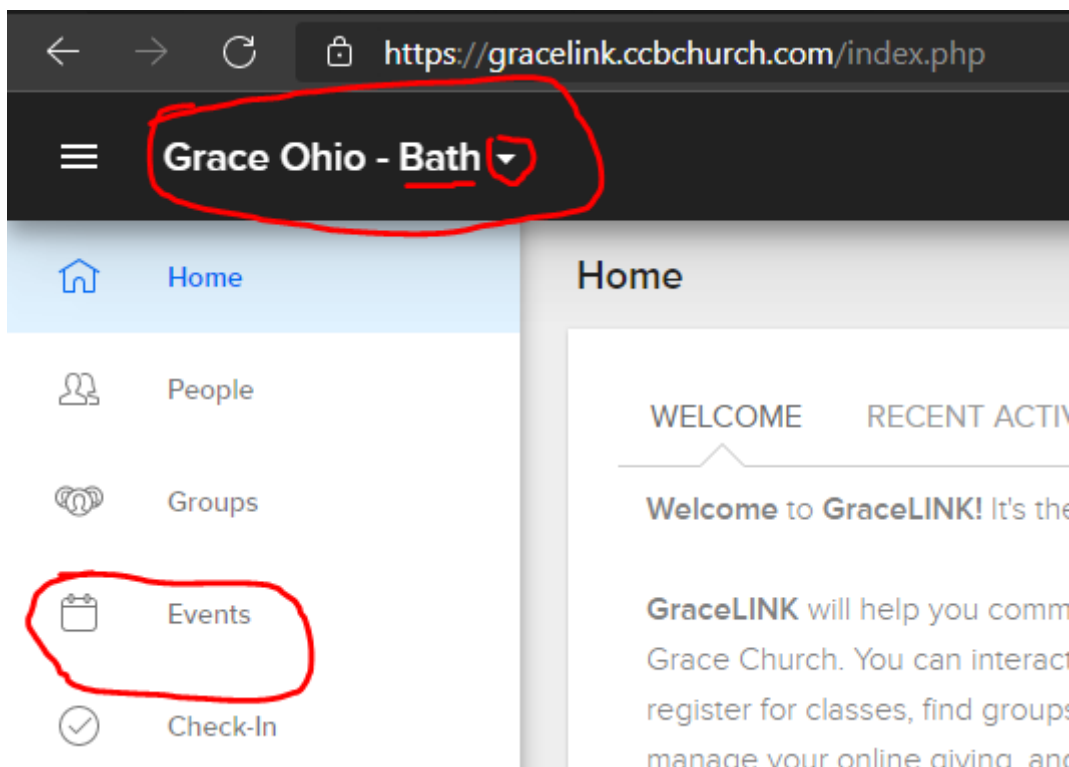
- [Reserve a resource \(i.e. Ghent Video Conferencing Station\) on GraceLink](#)
- [Add event/resource/room to your Outlook Calendar](#)
- [Add GraceLink - Personal Calendar to Outlook](#)

Reserve a resource (i.e. Ghent Video Conferencing Station) on GraceLink

This article will walk you through how to reserve different resources for your event. The example we will be reserving here is the Bath Campus Ghent Mondopad (also known as the Zoom/Video Conferencing Station).

If you don't have access to reserve rooms or resources, please ask Allan to give you privilege's.

If you start at the home page of GraceLink, ensure that you are under **Grace Ohio - Bath** at the top left of the page (since we want to reserve the Ghent Mondopad at a Bath site we need to have Grace Ohio - Bath as our selected campus). If it is not you need to click on the drop down arrow to select your campus. Once checked, click on *Events*.



The calendar will show up for your selected campus. In our example, Grace College occurs on Tuesday nights seven times and needs the station for each meeting. To reserve for this event, we

find the corresponding event in the calendar and open it up by clicking on it.

CALENDAR

< >
May 2021 ▾

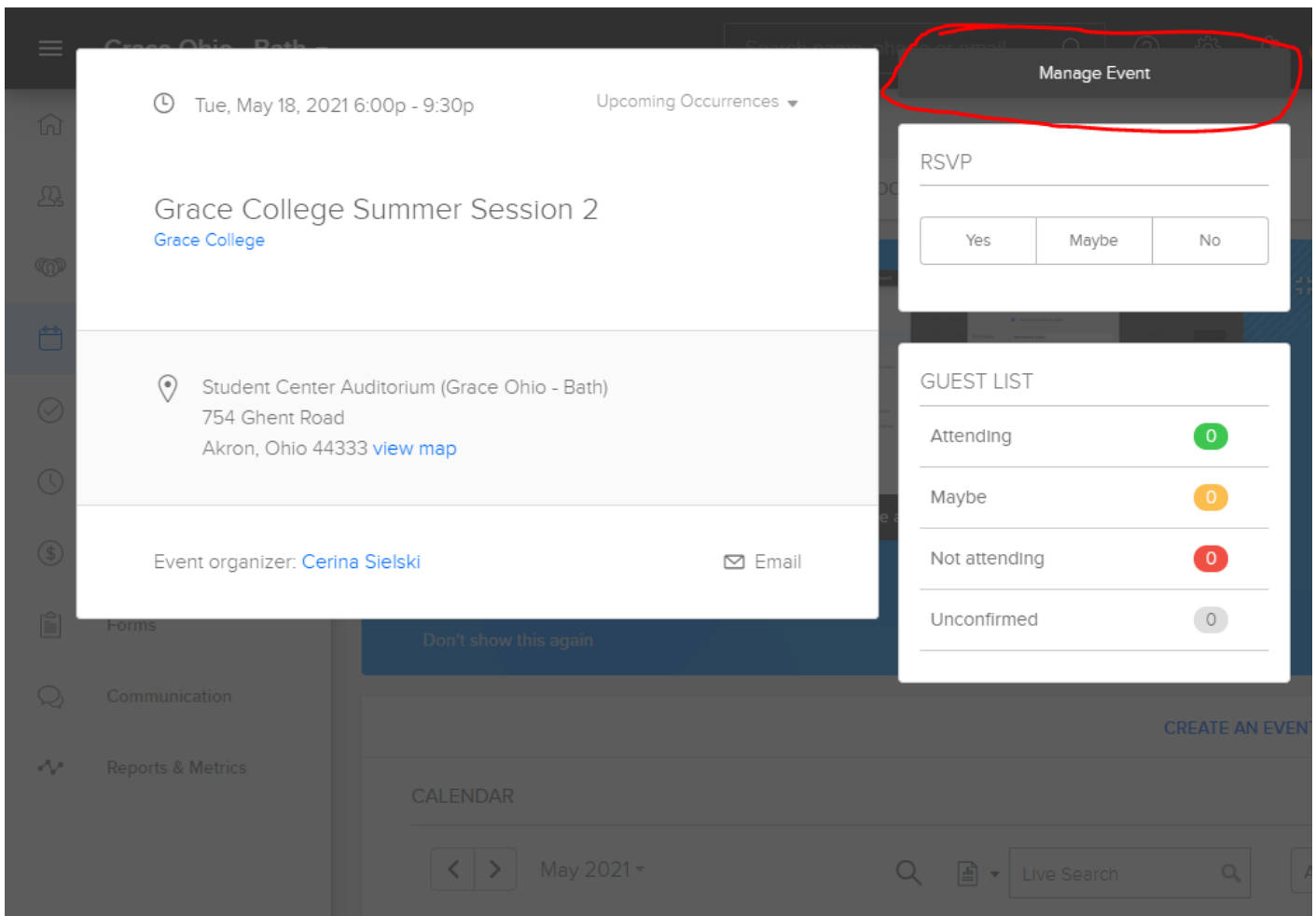
Admin Center

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 8a Not in Use 8:45a PK 8:45 s 9a *Elementary 9a *Elementary- ...	26 8:30a SM Coun 1p Middle Scho 1:30p Ministry S 3p Family Minist	27 9a SM Team Me 4p Steven Gam 5p Nursery Set 6:30p Crocker L	28 5:30a Men's Ba 2:30p Collectiv 3:30p Deb Curti 4:30p Test Even	29 6a Rayl Men's D 12:30p Weeken 3p Collective B 4p Camryn Detr	30 12p Senior Cele 1p Leigh Ann Me 5:30p Allie Curt 6p Grounded B	1 Child Dedicatio Off Campus Ev 12a Senior Cele 7:45a Men's Bib
2 Child Dedicatio 8:45a PK 8:45 s 9a *Elementary 9a *Elementary- ...	3 Voting set up 8:30a SM Coun 1p Middle Scho 1:30p Ministry S	4 Voting 9a SM Team Me 4p Steven Gam 6:30p Crocker L	5 12a Voting clear 5:30a Men's Ba 8a Residents an 8a Residents/Int	6 6a Rayl Men's D 12:30p Weeken 3p Collective B 6p Nolan Life G	7 5:30p Allie Curt 5:30p Co-ed Vo 6p Celebrate Re 6:30p McClary L	8 Off Campus Ev 7:45a Men's Bib 8a Men's Baske 11a Directors Me
9 8:45a PK 8:45 s 9a *Elementary 9a *Elementary- 9a *Elementary- ...	10 8:30a SM Coun 1p Middle Scho 1:30p Ministry S 3p Family Minist	11 9a NEO Charis f 9a SM Team Me 11:30a Preachin 6:30p Crocker L	12 5:30a Men's Ba 6p 5th Grade Al 6p Akins Life Gr 6p Caruso Life C	13 6a Rayl Men's D 10a Communica 11a Weekend M 3p Collective B	14 1p Robby Meetir 5:30p Co-ed Vo 6p Celebrate Re 6:30p McClary L	15 Off Campus Ev 7:45a Men's Bib 7:45a Robby Me 8a Men's Baske
16 8:45a PK 8:45 s 9a *Elementary 9a *Elementary- 9a *Elementary- ...	17 Sprinkler Test-C 8:30a SM Coun 1p Middle Scho 1:30p Ministry S	Add event 18 9a SM Team Me 6p Grace Colleg 6:30p Crocker L 6:30p Lewis Life	19 5:30a Men's Ba 6p Akins Life Gr 6p Caruso Life C Grace College Summer Session 2	20 6a Rayl Men's D 12:30p Weeken 3p Collective B	21 5:30p Co-ed Vo 6p Celebrate Re 6p VIP Night 6p VIP Night Ou	22 Off Campus Ev 7:45a Men's Bib 8a Men's Baske 8:30a Grace Co
23 8:45a PK 8:45 s 9a *Elementary 9a *Elementary- 9a *Elementary- ...	24 8:30a SM Coun 1p Middle Scho 1:30p Ministry S 3p Family Minist	25 9a SM Team Me 6p Grace Colleg 6:30p Crocker L 6:30p Lewis Life	26 5:30a Men's Ba 6p Akins Life Gr 6p Caruso Life C 6p SM Haiti Tea	27 6a Rayl Men's D 12:30p Weeken 6p Nolan Life G 6:30p Hance Lif	28 5:30p Co-ed Vo 6p Celebrate Re 6:30p McClary L 6:30p Tannehill	29 Off Campus Ev 7:45a Men's Bib 8a Men's Baske 8:30a Grace Co
30 8:45a PK 8:45 s 9a *Elementary 9a *Elementary- 9a *Elementary- ...	31 8:30a SM Coun 1p Middle Scho 1:30p Ministry S 3p High School	1 9a SM Team Me 6p Grace Colleg 6:30p Crocker L 6:30p Lewis Life	2 5:30a Men's Ba 8a Residents/Int 10a 30 in 30 Ex 11a Rick and Rye	3 6a Rayl Men's D 12:30p Weeken 6p Nolan Life G 6:30p Hance Lif	4 5:30p Co-ed Vo 6p Celebrate Re 6:30p McClary L 6:30p Tannehill	5 Off Campus Ev 7:45a Men's Bib 8a Men's Baske 8:30a Grace Co

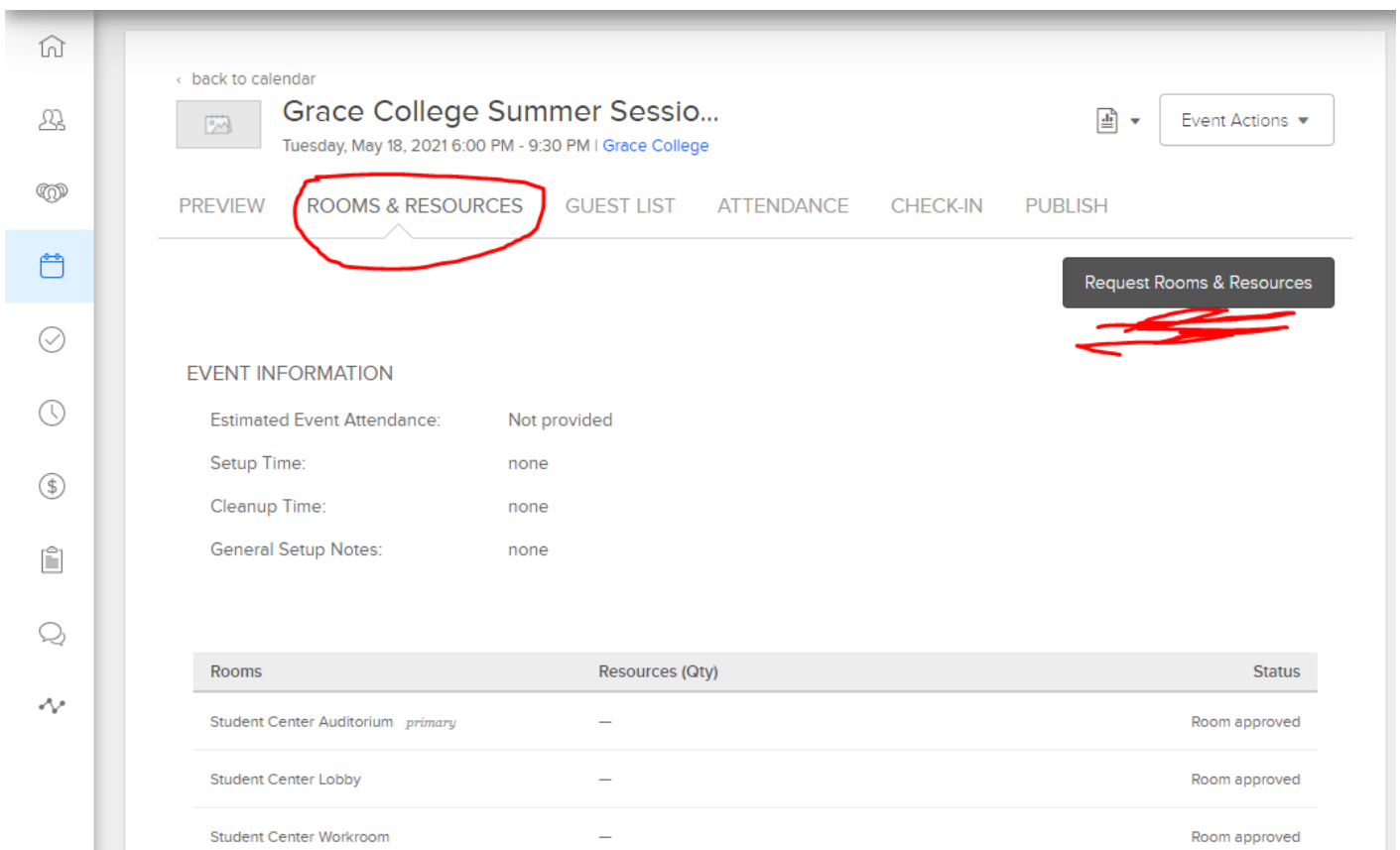
CALENDAR

- ☐ Campus-
- ☐ Public
- ☐ Facility
- ☒ All Events

This brings up some basic info of the event in a pop up window. Next we click on *Manage Event*.



Click on the *Rooms & Resources* tab and click on the *Request Rooms & Resources* button.



This brings up another window that lets you drag in rooms and resources that you want associated with your event. We have our rooms already added at the Bath Ghent Rd Student Center, so we just need to add the Mondopad resource. To do this, in the right column ensure we have *Grace Ohio - Bath* campus selected, then we click on the *Resources* button, scroll down until you find *A/V Equipment*, open the drop list for that and drag the *Ghent Video Conf. 01* rectangle into the appropriate room.

The screenshot shows the 'Request Rooms & Resources' window. The interface is divided into three main sections: 'Setup Information' on the left, 'Rooms' in the center, and a right-hand panel for the selected campus.

- Setup Information:** Includes a 'General Setup Notes' text area and an 'Estimated Attendance' input field with the value '0'.
- Rooms:** Contains three room cards: 'Student Center Auditorium', 'Student Center Lobby', and 'Student Center Workroom'. Each card has a 'Drag Resources Here' placeholder. A red 'X' is marked on the 'Student Center Auditorium' card, and a red arrow points from the resource list to this card.
- Right Panel:** Shows the selected campus 'Grace Ohio - Bath'. It has two tabs: 'Rooms' and 'Resources'. The 'Resources' tab is selected and circled in red. Under the 'General' section, there is an 'A/V Equipment' category, also circled in red. Below it, a list shows 'Ghent Video Conf. ...' with a quantity of '1', which is also circled in red. A red arrow points from this resource to the 'Student Center Auditorium' room card.
- Additional Resources:** A section at the bottom with a 'Drag Resources Here' placeholder. A red 'X' is marked on this section, and a red arrow points from the 'Ghent Video Conf. ...' resource to this section. The handwritten text '01' is written above this section.

At the bottom right, there are 'Cancel' and 'Save' buttons.

If you might be moving it around, you can also add it as an *Additional Resource* and not a specific room. In this example I opted to place it in the Student Center Auditorium.

Request Rooms & Resources

Setup Information

General Setup Notes:

Estimated Attendance:

0

Rooms

★ Student Center Auditorium

Ghent Video Conf. Station 01 1

delete room

☆ Student Center Lobby

Drag Resources Here

delete room

☆ Student Center Workroom

Drag Resources Here

delete room

Additional Resources

Drag Resources Here

Grace Ohio - Bath

Rooms

Resources

General

A/V Equipment

Ghent Video Conf. ...

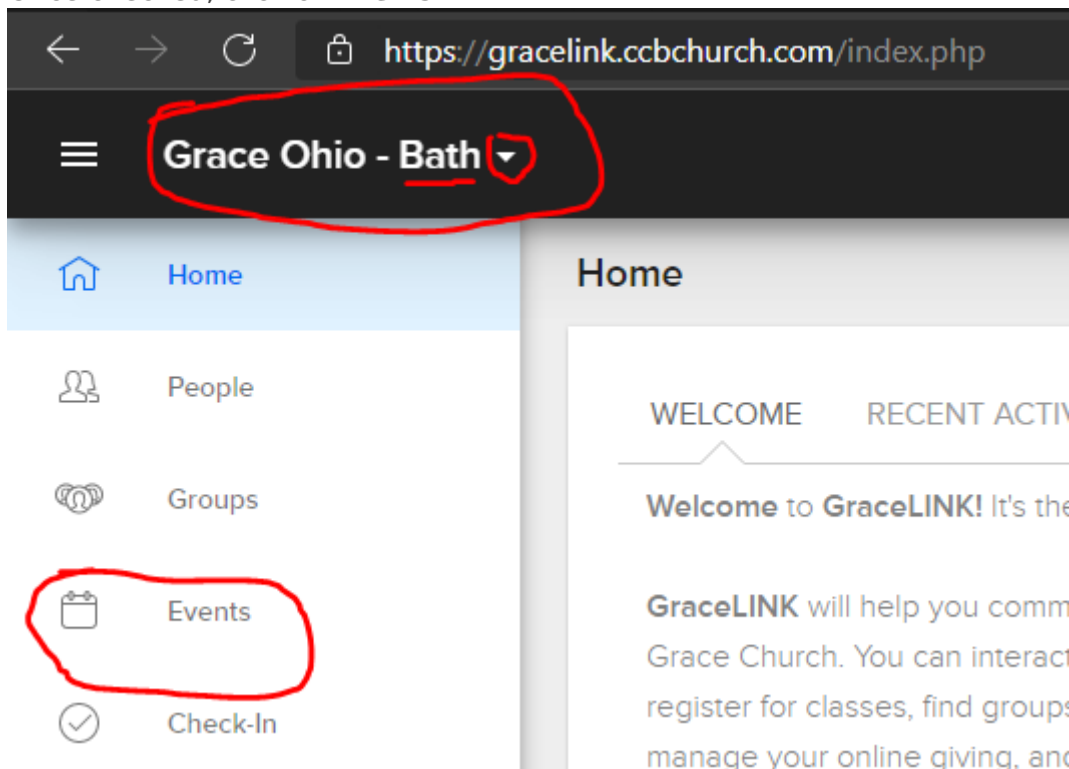
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Hit Save and GraceLink will submit a request to IT/Cerina for the Mondopad to be reserved!

Add event/resource/room to your Outlook Calendar

This article will walk you through how to add GraceLink calendar events/appointments to your work Outlook Calendar. You are able to find and add the schedule for Church Wide events, and reservations for rooms and resources.

If you start at the home page of GraceLink, ensure that you are under the correct campus that your event is related to. If it is not you need to click on the drop down arrow to select your campus. Once checked, click on *Events*.

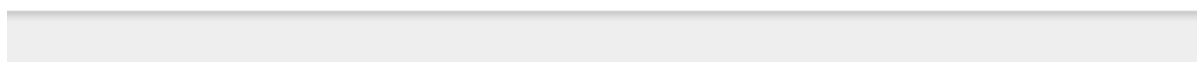


Church Wide Calendar

On the events page, Click on the calendar tab. This brings you to a month calendar view of the events going on. If you scroll to the bottom of the page, you will see a hyperlink that will let you subscribe to the calendar. Click on it, and Outlook will try to add the GraceLink church-wide calendar.

ent Ministri	Student Ministri	Student Ministri	Student Ministri	Student M
ent Ministri	Student Ministri	Student Ministri	Student Ministri	Student M
30 Bible Ca	6a Men's Prayer	5:30a Men's Bas	Student Ministri	Student M
...

Go to printer friendly format
 Subscribe to church-wide calendar



Microsoft Outlook

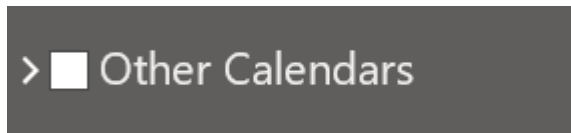
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Add this Internet Calendar to Outlook and subscribe to updates?

http://gracelink.ccbchurch.com/churchwide_calendar.ics?strip_html=true

To configure this Internet Calendar, click Advanced.

This will add the calendar under your *Other Calendar* calendar group (by default). Of course you can organize this to however you want it.




Rooms and Resources

On the events page, click on the Room and Resources tab. If you are looking for a room, click on Room. This brings up all the rooms at your selected Campus. If you are looking for a particular resource click on Resources. This brings up all the rooms at your selected Campus. Click on the specific room/resource you are looking for, and on the next page that loads up click on the Actions dropdown menu and click on *Subscribe to this resource's calendar*.

Grouping: Bath Office
Campus: Grace Ohio - Bath [Change...](#)
Approval Groups: [Event Approvals - Grace Church - Bath](#)
Settings: Allow Conflicts: *No*, Allow Layout: *No*, Notify Approval Group Leaders When Requested: *Yes*

Edit this room
Delete this room
Subscribe to this resource's calendar

USAGE QUESTIONS (0)

 **Calendar** ▼

June 2021						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

TUESDAY, JUNE 22, 2021

There are no events using this room on Jun 22

Outlook will try to add the GraceLink calendar.

Microsoft Outlook



Add this Internet Calendar to Outlook and subscribe to updates?

http://gracelink.ccbchurch.com/churchwide_calendar.ics?strip_html=true

To configure this Internet Calendar, click Advanced.

Advanced...

Yes

No

This will add the calendar under your *Other Calendar* calendar group (by default). Of course you can organize this to however you want it.

>  Other Calendars

Add GraceLink - Personal Calendar to Outlook

By looking in GraceLink, you can easily access to all the events that are relevant to you, your GraceLink groups and ministries by going to the Calendar page. Under your campus, open up Events. Under the Calendar tab, mouse down to the drop down menu on the right side and expand it to select *Personal Calendar*.

The screenshot displays the GraceLink web application interface. On the left sidebar, the 'Events' menu item is highlighted with a red circle. The main content area shows the 'Events' page with a 'CALENDAR' tab selected, also circled in red. Below the tab, there is a blue banner with the text 'Create and Manage Events Here.' and a 'LEARN MORE' button. To the right of the banner is a video player showing a quick overview of events. Below the banner, the 'CALENDAR' section is visible, showing a calendar for August 2022. A dropdown menu on the right side of the calendar view is open, with 'Personal Calendar' selected and circled in red. The calendar grid shows events for August 2022, including 'Bible Camp' and 'Collective LA M'.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Collective LA M Sports Day Cam	1 Bible Camp Collective LA M	2 Bible Camp Collective LA M	3 Bible Camp Collective LA M	4 Bible Camp Collective LA M	5 Bible Camp Collective LA M	6 Collective LA M Off Campus Eve

The calendar will reload and you will be able to see events related to you.

CALENDAR

<
>
August 2022 ▾

Personal Calendar ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Collective LA Missi 9a Hold meeting Ro 9a Volunteer 9a Volunteer @ Mon ...	1 Collective LA Missi 6p Collective Life Gi 7:30p Collective Life	2 Collective LA Missi	3 Collective LA Missi	4 Collective LA Missi 7:30a Facility Reque 7p Collective	5 Collective LA Missi 7:30a Facility Reque	6 Collective LA Missi 4p Hold meeting Ro 5p Volunteer 6:45p Volunteer
7 9a Hold meeting Ro 9a Volunteer 9a Volunteer @ Mon 11a Volunteer ...	8	9	10 7p Collective	11 Collective Leader's	12 Collective Leader's	13 Collective Leader's 9a Collective Board 4p Hold meeting Ro 5p Volunteer
14 Collective Leader's 9a Hold meeting Ro 9a Volunteer 9a Volunteer @ Mon ...	15	16	17 7p Collective	18	19	20 4p Hold meeting Ro 5p Volunteer 6:45p Volunteer
21 9a Hold meeting Ro 9a Volunteer 9a Volunteer @ Mon 11a Volunteer ...	22	23	24 6:30p Young Profes 7p Collective	25 Ken Young Sabbatic Prayer for Sabbatic	26 Ken Young Sabbatic Prayer for Sabbatic	27 4p Hold meeting Ro 5p Volunteer 6:45p Volunteer
28 9a Hold meeting Ro 9a Volunteer 9a Volunteer @ Mon 11a Volunteer ...	29	30 10:30a Bath Campu	31 7p Collective	1	2	3 4p Hold meeting Ro

CALENDARS

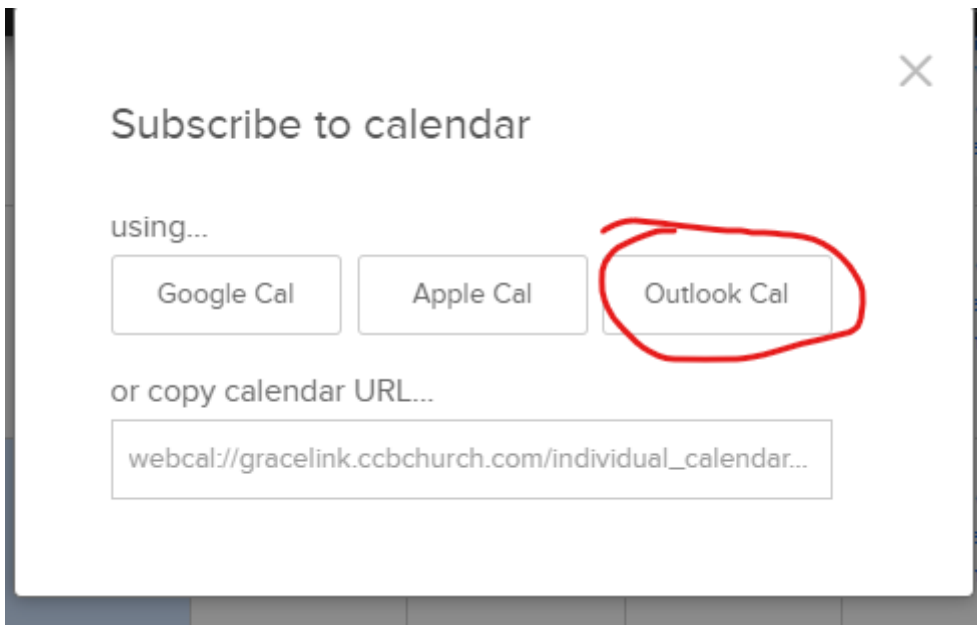
- ☒ My Calendar
- ☐ Campus-wide Calendar

You also have the option to look at the Campus-wide Calendar, or, if you have privileges, the Administrative Calendar and view either the Admin Campus-wide, Admin Public, Admin Facilities, or All Events Admin Calendars. These may include other events on top of the "Personal - Your Calendar".

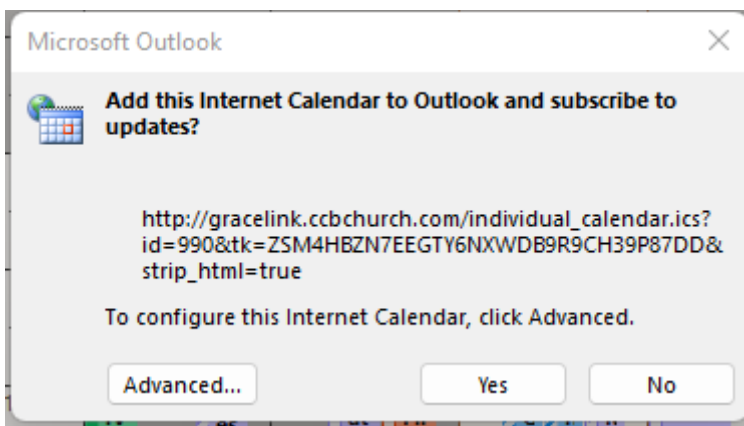
We can also add a calendar ICS of this directly to Outlook. Below the calendar you have the option to click to to "Subscribe to my calendar"

9a Volunteer 9a Volunteer @ Mo 11a Volunteer ...				7p Collective	Prayer for Sabbatic	5p Volunteer 6:45p Volunteer
28 9a Hold meeting Ro 9a Volunteer 9a Volunteer @ Mon 11a Volunteer ...	29	30	31 10:30a Bath Campu	1 7p Collective	2	3 4p Hold meeting R

[Go to printer friendly format](#)
[Subscribe to my calendar](#)



Once you allow Outlook to open, this will come up



You may want to open Advanced settings to change a few preference related settings, like naming the calendar in Outlook. By default it will name the calendar: *Personal Calendar for Full Name* . Here I rename it to Personal GraceLink Calendar to help me recognize it is an internet calendar from Gracelink. I also personally checked *Download attachments for items in this Internet Calendar* incase there are attachments I want to look at.

