

# GraceLink

<https://gracelink.gracechurches.org>

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# GraceLink - Home Page

Use this link to access GraceLink: <https://gracelink.gracechurches.org>

The "old" url is <https://gracelink.ccbchurch.com/index.php>. **Do not** use this or tell other people to use this link.

# GraceLink Resource Toolbox

This SharePoint directory is under the *30-in-30 Files* SharePoint site, under the "GraceLINK resource Toolbox folder". You can access it directly using this [link](#) if you are a member of Grace Staff. If you cannot access it, please seek assistance from Grace IT.

Also check out Allan's SharePoint Site - the GraceLINK Resource Center: [GraceLINK Resource Center - Home \(sharepoint.com\)](#)

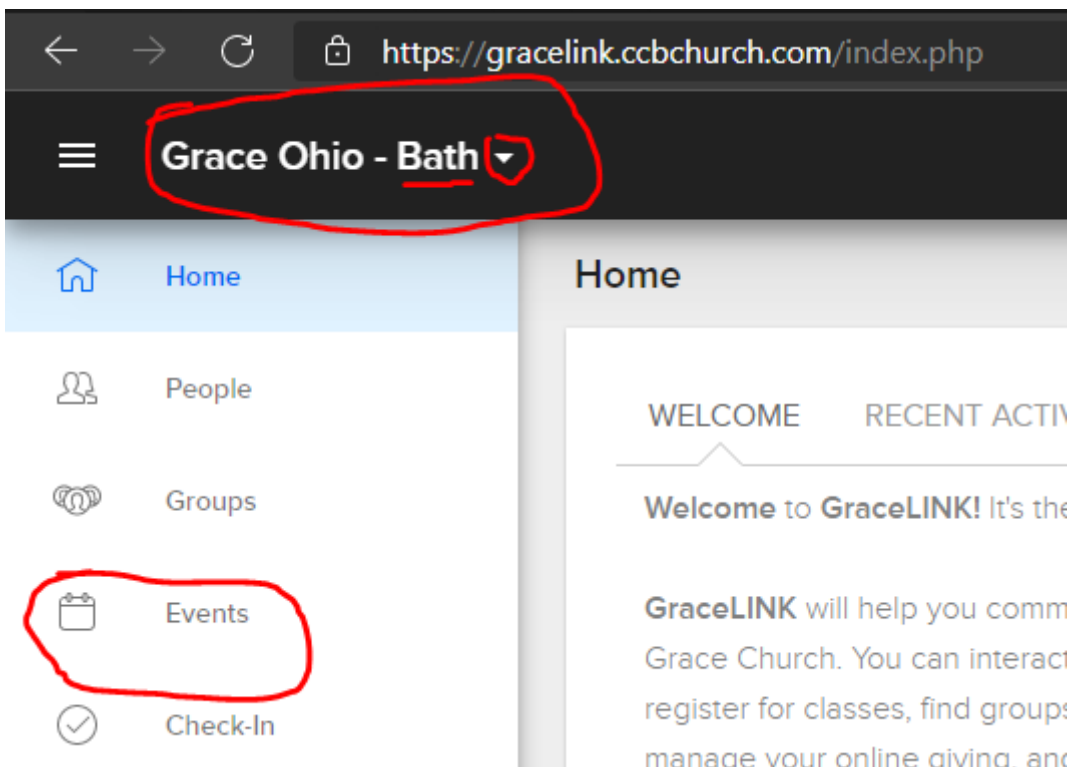
# Events

# 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

<

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May 2021 ▾

🔍

📄 ▾

Live Search

🔍

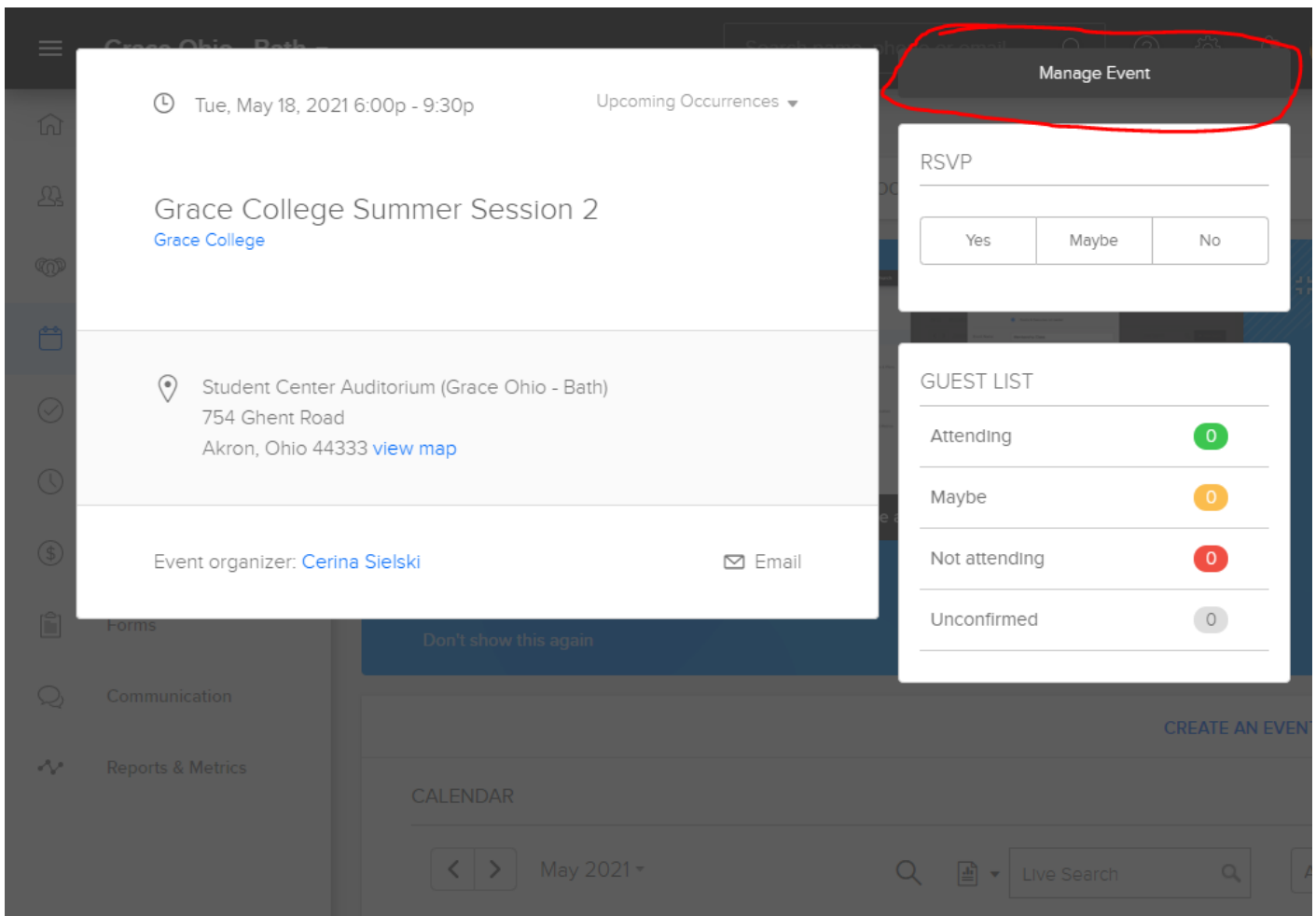
Admin Center

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

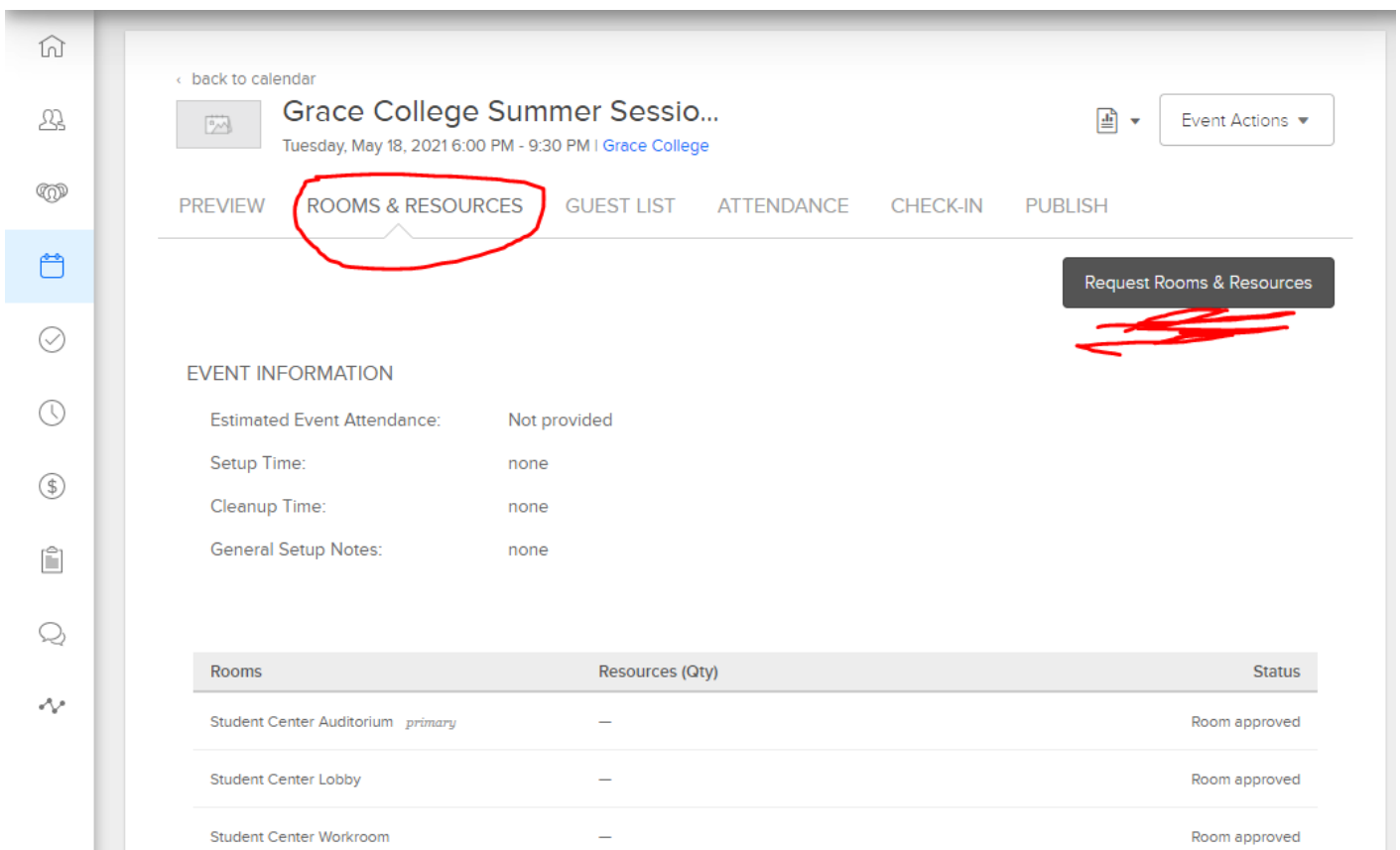
## CALENDAR

- ☐ 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 dropdown menu is open, showing 'Ghent Video Conf. ...' with a quantity of '1'. A red arrow points from this resource to the 'Student Center Auditorium' room.
- 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.
- Handwritten Annotations:** A red 'X' is drawn over the 'Student Center Auditorium' room card. Another red 'X' is drawn over the 'Additional Resources' section. The number '01' is handwritten in red above the 'Additional Resources' section.
- Buttons:** 'Cancel' and 'Save' buttons are located at the bottom right.

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. ...

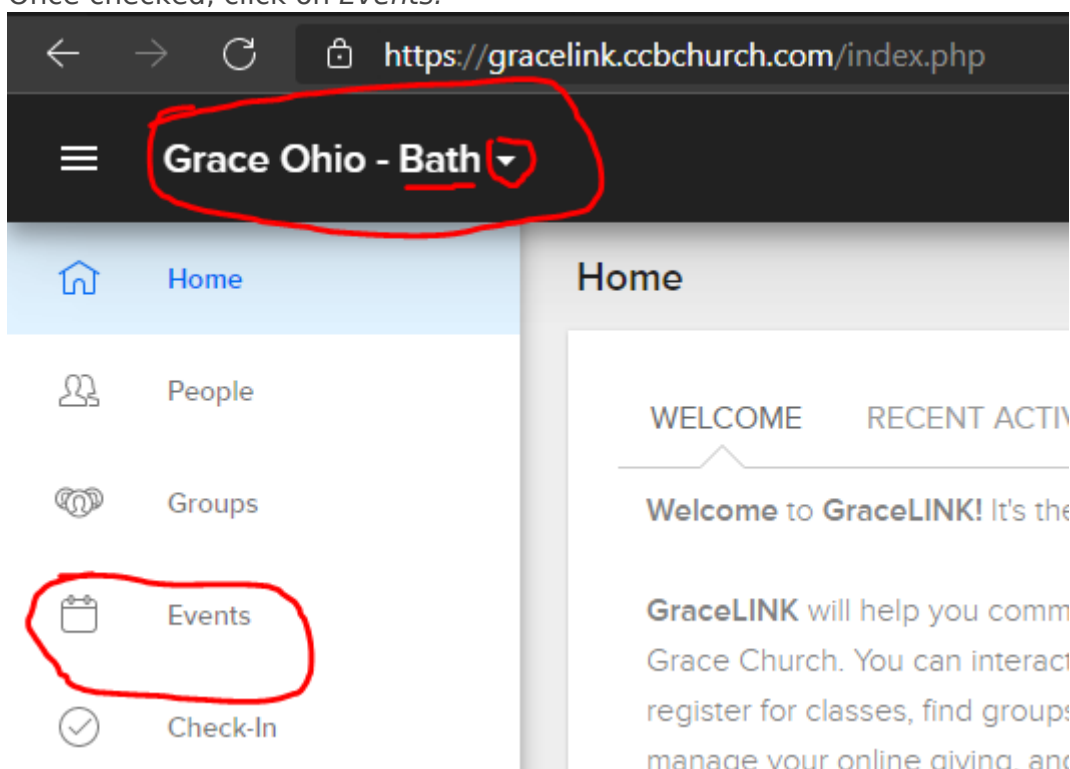
0

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

×



**Add this Internet Calendar to Outlook and subscribe to updates?**

[http://gracelink.ccbchurch.com/churchwide\\_calendar.ics?strip\\_html=true](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


## 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](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 shows the GraceLink interface for 'Grace Ohio - Bath'. The left sidebar contains a menu with 'Events' circled in red. The main content area has a 'CALENDAR' tab circled in red. Below the tab, there's 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, there's a 'CREATE AN EVENT' button. The 'CALENDAR' section shows a calendar for August 2022. A dropdown menu on the right is open, showing 'Admin Calendar' and 'Personal Calendar' circled in red. Below the dropdown, there are radio buttons for 'Campus-wide Calendar' and 'Public Calendar'.

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

**CALENDARS**

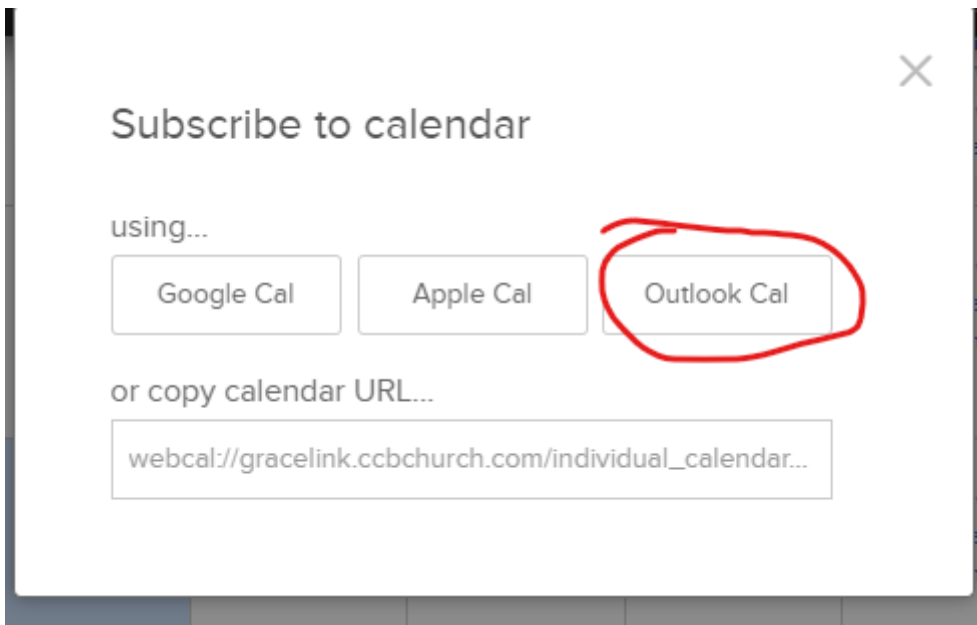
- ☒ My Calendar
- ☐ Campus-wide Calendar

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 ontop of the "Personal - Your Calendar".

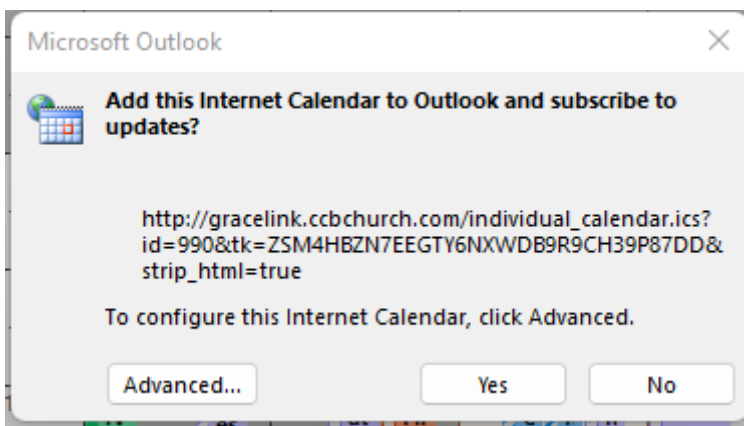
We can also add a calendar ICS of this directly to Outlook. Below the calendar you have the option to click to to "Subscribe to my calendar"

|  |    |    |                         |                    |                     |                                 |
|--|----|----|-------------------------|--------------------|---------------------|---------------------------------|
| 9a Volunteer<br>9a Volunteer @ Mo<br>11a Volunteer<br>...                            |    |    |                         | 7p Collective      | Prayer for Sabbatic | 5p Volunteer<br>6:45p Volunteer |
| 28<br>9a Hold meeting R<br>9a Volunteer<br>9a Volunteer @ Mo<br>11a Volunteer<br>... | 29 | 30 | 31<br>10:30a Bath Campu | 1<br>7p Collective | 2                   | 3<br>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.





# CheckIn Station - PushPay

## FAQ / Troubleshooting Article

This is CCB Church's / Pushpay's resource for setting up, operating, and diagnosing CheckIn stations. This isn't just limited to the hardware side of things, but also includes information surrounding the CheckIn interface itself, including customizing labels, creating Room Roster reports, and figuring out CheckIn errors like "No events found".

[FAQ - Check-In \(pushpay.com\)](https://pushpay.com/faq-check-in)

We used to primarily use Dymo Printers for CheckIn Stations, but we are now using Brother QL 700/800 series printers, with some Campuses using either the Continuous or Die-Cut labels. They function pretty much the same as the Dymo Printers talked about in PushPay's documentation.

# Upcoming 2024 GraceLink Updates

[Learning about the 2024 Pushpay UI Updates](#)