



# Church Calendar

## User Manual

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# 1. Getting Started

## 1.1 First-Time Setup

### Creating an Organization (Master Admin)

1. Open the **Church Calendar** app.
  2. Tap **Create Organization** on the home screen.
  3. Enter your organization name.
  4. Enter your name, email, and create a password.
  5. Tap **Create Organization**.
  6. Your **invite code** will appear — share this with members who need to join.
  7. You are automatically assigned as the **Master Admin** with full system access.
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### Joining an Organization (Members)

1. Open the **Church Calendar** app.
  2. Tap **Join Organization**.
  3. Enter the **invite code** provided by your Master Admin.
  4. Enter your name, email, and create a password.
  5. Select which calendar groups you want to follow.  
*(These can be changed later.)*
  6. Tap **Join Organization**.
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## Logging In

1. Open the app.
  2. Tap **User Login**.
  3. Enter your email and password.
  4. Tap **Login**.  
→ Credentials are securely saved for future sessions.
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## Forgot Password?

1. On the login screen, tap **Forgot Password?**
  2. Enter your email address.
  3. A reset link will be emailed to you.
  4. Open the link and create a new password.
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# 2. Member Features

## 2.1 Viewing Events

### Calendar View

- **Month View**
    - Calendar grid of the current month
    - Dates containing events display a colored indicator
    - Today's date appears in **green**
    - Selected date appears in **blue**
  - **Week View**
    - Tap **Week** in the header to switch to weekly layout
  - **Navigation**
    - Arrow buttons move between months/weeks
    - **Today** button jumps to the current date
  - **Searching**
    - Use the top search bar
    - Search by title, description, location, or contact
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## Events List

1. Tap the **Events** tab.
  2. View all upcoming events in list format.
  3. Tap any event for full details.
  4. Use the search bar for quick filtering.
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## 2.2 Event Details

When viewing an event, you will see:

- Event title & description
  - Date & time
  - Location (tap to open in Google Maps)
  - Building name
  - Cost (if listed)
  - Contact name, email, and phone
  - **RSVP button** (if enabled)
  - **Reminder button** (if enabled)
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## 2.3 RSVP to Events

1. Open an event with RSVP enabled.
  2. Tap **RSVP**.
  3. Select:
    - **Going**
    - **Maybe**
    - **Not Going**
  4. You can update your RSVP anytime.
  5. Attendance totals display at the bottom.
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## 2.4 Event Reminders

1. Open an event with reminders enabled.
  2. Tap **Remind Me**.
  3. Choose a reminder time:
    - 5 min • 15 min • 30 min
    - 1 hour • 2 hours
    - 1 day • 2 days
  4. Multiple reminders can be set per event.
  5. Toggle reminders anytime.
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## 2.5 Requesting a New Event

Members can submit event requests for admin approval.

1. Tap **Request Event**.
  2. Complete the event form:
    - Title (required)
    - Description
    - Date (required)
    - Start/End time (optional)
    - Building (required)
    - Auto-filled or custom location
    - Cost
    - Contact information (required)
  3. **Resource Requests** (optional):
    - Tables (0–100)
    - Chairs (0–500)
    - Sound/Video equipment
    - Expected attendance
    - Notes
  4. Tap **Submit Request**.
  5. A confirmation will appear.
  6. The request goes to the Master Admin for review.
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## 2.6 Request Status

- **Approved** → Appears on the calendar normally.
- **Rejected** → A notification appears in your Profile tab with the rejection reason.
  - Tap **Rebook** to submit again.

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## 2.7 Managing Your Profile

1. Tap **Profile**.
2. View:
  - Name
  - Email
  - Organization
  - Role
3. **Edit Group View Assignments**
  - Choose which groups are shown on your calendar.
4. **Notifications**
  - View event request rejection notices
  - Mark all read
  - Delete individual notifications
5. **Logout**
  - Tap **Logout** at the bottom.

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## 3. Admin Features

### 3.1 Creating Events

1. Tap **Calendar**.
  2. Tap the + button or tap a date.
  3. Complete the event form:
    - Title (required)
    - Group (required)
    - Description
    - Date
    - Optional start/end time
    - Building & location
    - Cost
    - Contact info
  4. **Recurring Events**
    - Daily/Weekly/Monthly/Yearly
    - End by date or number of occurrences
  5. **RSVP** toggle
  6. **Reminders** toggle
  7. Tap **Save**.
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## 3.2 Editing & Deleting

- **Edit:** Open event → Tap **Edit**
- **Delete:** Open event → Tap **Delete** → Confirm

Admins can only manage events for their assigned groups.

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## 3.3 Viewing Attendance

1. Open an event with RSVP enabled.
  2. Tap **View Attendance**.
  3. View groups:
    - Going
    - Maybe
    - Not Going
  4. **Check-In:**
    - Tap checkmark next to a name
    - Timestamp is recorded
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# 4. Master Admin Features

## 4.1 Admin Dashboard

Access via:

- Menu (☰) → **Admin Dashboard**, or
- **Admin** tab at bottom

Sections include:

- Organization
  - Calendar Groups
  - Event Requests
  - Buildings
  - Archive
  - Password Reset
  - Members & Email Assignments
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## 4.2 Managing Calendar Groups

Create, edit, or delete groups:

- Assign names, colors, and descriptions
  - Newly created groups are automatically visible to Master Admins
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## 4.3 Managing Buildings

- Add buildings
  - Edit or delete buildings
  - Automatic building conflict detection prevents double-booking
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## 4.4 Reviewing Event Requests

- View counts by status: Pending, Approved, Rejected, All
  - Approve → Becomes a calendar event
  - Reject → Send optional rejection reason
  - Clear or delete requests
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## 4.5 Member Management

- View all members
  - Assign admin roles
  - Edit group access
  - Reset user passwords
  - Manage pending invitations and their group assignments
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## 4.6 Archived Events

- View past events
  - Delete individual or all archived items
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## 4.7 Subscription Management

- 14-day free trial
  - \$19.99/month
  - Subscribe or restore purchases
  - Only Master Admin can view subscription settings
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# 5. Settings & Customization

## 5.1 Theme Options

- Dark/Light mode toggle
  - Custom background colors (light mode)
  - Themes persist across sessions
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## 5.2 Notifications

- Event updates
  - Reminders
  - Rejection alerts
  - Badge showing today's event count
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## 5.3 Profile Settings

Edit:

- Name
  - Email
  - Group assignments
  - Notification preferences
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# 6. Tips & Best Practices

## For Members

- Use reminders
- Search events often
- RSVP early
- Customize visible groups

## For Admins

- Always select buildings
- Use recurring events
- Add contact info
- Check RSVP lists

## For Master Admins

- Structure groups clearly
  - Maintain building list
  - Respond to requests quickly
  - Periodically clear archived events
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# 7. Troubleshooting

## No Events Appearing

- Check group assignments
- Contact Master Admin

## Request Missing

- Check Profile notifications

## Cannot Create Events

- You may not be an admin
- Ask Master Admin for access

## Building Conflict

- Choose different time or building

## Notifications Not Working

- Check device settings

## Forgot Password

- Use reset link or ask Master Admin
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# 8. Support

For assistance:

- Contact your Master Admin
- View in-app help and tooltips
- Check event contact details for specific event questions