



# Church Calendar

## Overview

A modern, multi-level calendar application designed for churches and organizations. Each group has its own calendar, and users only see the groups they're assigned to. Clean UI, dark/light mode, fast navigation, and comprehensive event management tools.

## 1. Organization Management

- Master Admin creates and manages the organization
- Unique invite code generated on creation
- Each organization maintains its own groups, members, buildings, events, and permissions
- Full admin dashboard includes: Buildings, Event Requests, Users, Groups, Subscription, and Archived Events
- Master Admin automatically assigned to all groups and permissions

## 2. User Roles & Permissions

### Master Admin:

- Full control over all organization settings
- Manage buildings, users, groups, event approvals, and subscription
- Protected from modification by other admins

### Group Admin:

- Can create/edit events ONLY for assigned groups
- Can view attendance for their groups
- Cannot manage users, permissions, buildings, or groups

## **Members:**

- View events, RSVP, set reminders, request events
- Manage their own group visibility
- Cannot create events directly

## **3. Calendar Groups**

- Unlimited groups with color coding
- Only Master Admin can create/edit/delete groups
- Groups automatically added to Master Admin's visibility
- Indicators appear on calendar, event cards, and group lists
- Swipe-to-delete with confirmation (Master Admin only)

## **4. Event Management**

- Event includes: title, description, date range, times, building, cost, contacts, clickable location, and formatted phone/email links
- Recurring events: daily, weekly, monthly, yearly
- RSVP and reminders optional
- Building conflict detection with 1-hour buffer
- Resource selection (tables, chairs, sound, video, attendees)

## **Reminders (Detailed)**

- Admin-controlled toggle for reminders
- Default automatic 15-minute reminder
- Full custom reminder options:
  - 5 minutes – 15 minutes
  - 30 minutes – 1 hour
  - 2 hours – 1 day – 2 days
- Users can add multiple reminders
- Reminders update automatically if event time changes
- Delivered via local notifications even if app is closed

## 5. RSVP & Attendance Tracking

- Members choose Going / Maybe / Not Going
- Attendance list grouped by status
- Admins can check in members with timestamps
- Attendance summary totals displayed on event details
- Check-ins available to Group Admins and Master Admin

## 6. User Authentication & Management

- Email/password login with Keychain autofill
- Forgot password generates reset link
- Join via invite code with group selection
- Users can update their name and group visibility
- Master Admin can edit all users and reset passwords

## 7. Email-to-Group Assignments

- Master Admin assigns emails to groups
- Pending invitations allow pre-assigned groups
- Users inherit assignments instantly on signup
- Combined view for members + invitations

## 8. Admin Group Permissions

- Master Admin promotes admins
- Assign which groups an admin manages
- Full admin toggle for all groups
- Group Admins restricted to assigned group events only

## 9. Building Management

- Master Admin creates, edits, and deletes buildings
- Buildings have name + optional address
- Members MUST choose a building for event requests
- Building selection auto-fills location fields

- Full building conflict detection prevents overlap

## 10. Event Request System (Detailed)

Member Request Form Includes:

- Title, dates, times
- Building selection (mandatory)
- Resources: tables (0-100), chairs (0-500), sound, video
- Expected attendees
- Special notes

### Approval Flow:

- Master Admin sees all requests
- Can approve (converts to event) or reject with reason

### Rejection Notifications:

- User receives alert with:
  - Event title
  - Rejection reason
  - Date
- Shows in Profile tab with badge count
- User can mark read, delete, or rebook request

## 11. Subscription Model

- Master Admin receives 14-day free trial
- Subscription: \$19.99/month
- StoreKit 2 purchase + restore
- Subscription grants unlimited members, buildings, full admin features

- Subscription status visible in app

## 12. Notifications

- Local notifications for reminders, new events, updates, RSVP updates
- Rejection notifications with reason
- App badge: events today
- Profile badge: unread rejection messages
- Tapping a notification opens the related event/request

## 13. Customization & Theming

- Light mode: white cards, gray backgrounds
- Dark mode: black gradients, white text
- Blue accent color throughout
- Light mode supports custom background color
- Theme persists across sessions
- Consistent UI: rounded cards, modern typography

## 14. User Interface

- Tab bar includes Calendar, Events, Profile, Admin (if admin), Request Event (if member)
- Calendar supports Month/Week toggle with Today button
- Search events by title, description, location, contact
- Sticky headers for tools and toggles
- Quick-access add event button for admins