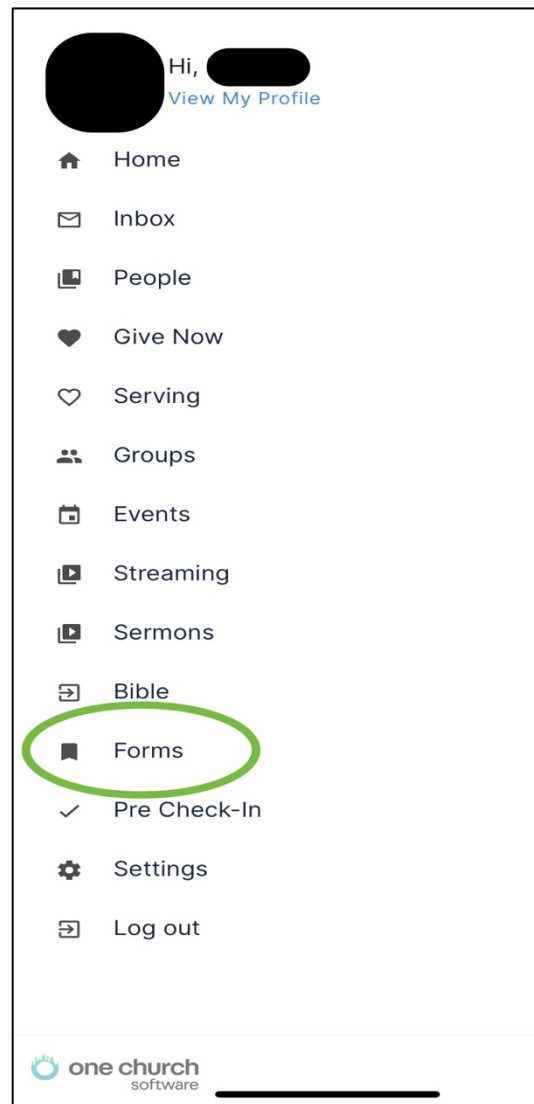
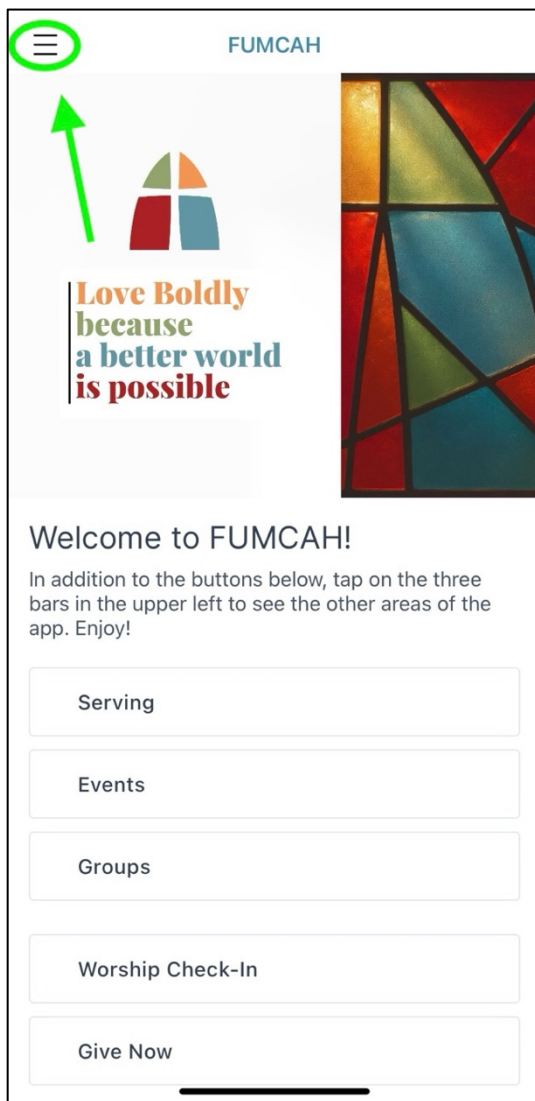


How To.... Add an Event to the Church Calendar and/or Reserve Space

This How-To shows you three ways to access the form – through the One Church app, the One Church browser, and the general church website. General information about the form itself is at the end.

From the One Church App:

Click on the three lines in the upper left of the main screen. A menu will slide in. Click on Forms.



You can scroll down or use “space” or “calendar” to filter. Select Space and Calendar Request Form. And the form will pop up.

← Forms

Search

11 forms Filter

give permission for your photograph to appe...

Prayer Requests

Profile Name Update Request
Updated names will be applied to your One Church profile once approved by church staff...

Promotional Requests
Submissions are due by noon on Monday for inclusion in Faith Leads and the Sunday bulle...

Space and Calendar Request Form
Request space use in the church and add events/activities/meetings to the church cale...

Text Message Opt In Form
By providing your phone number, you are opting into receiving text communication rela...

Worship Check-In
Welcome! We're delighted to have you join us today. FUMCAH is a community that Loves B...

← Space and Calendar Requ...

Space and Calendar Request Form

Request space use in the church and add events/activities/meetings to the church calendar.

Name *

First

Middle

Last

Email *

Phone *

Mobile | (000) 000-0000

Contact Information

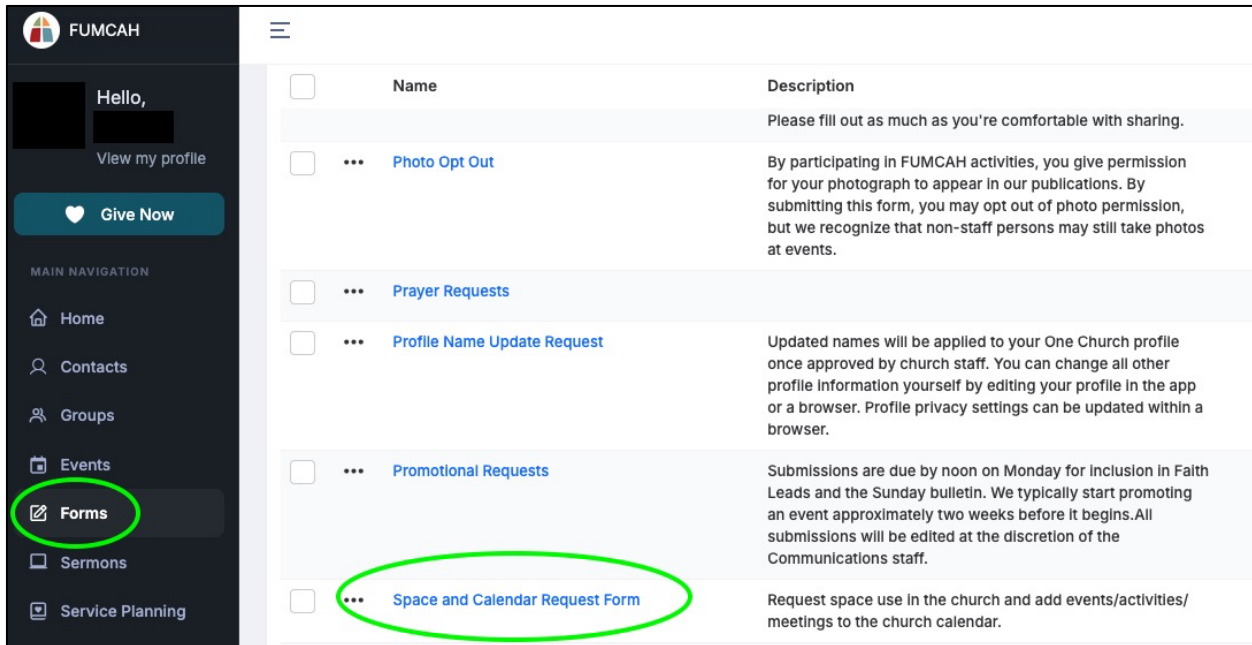
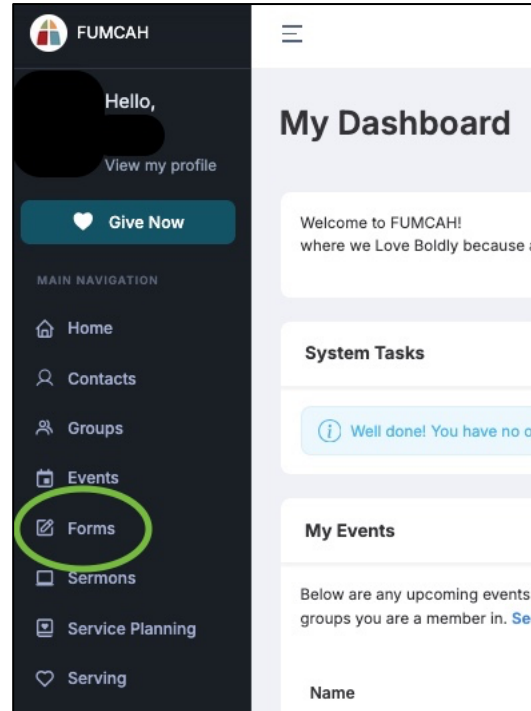
Contact

Name and email/phone of the person(s) organizing and

From the One Church Browser Version (fumcah.onechurchsoftware.com):

From the Home Menu on the left, click on Forms.

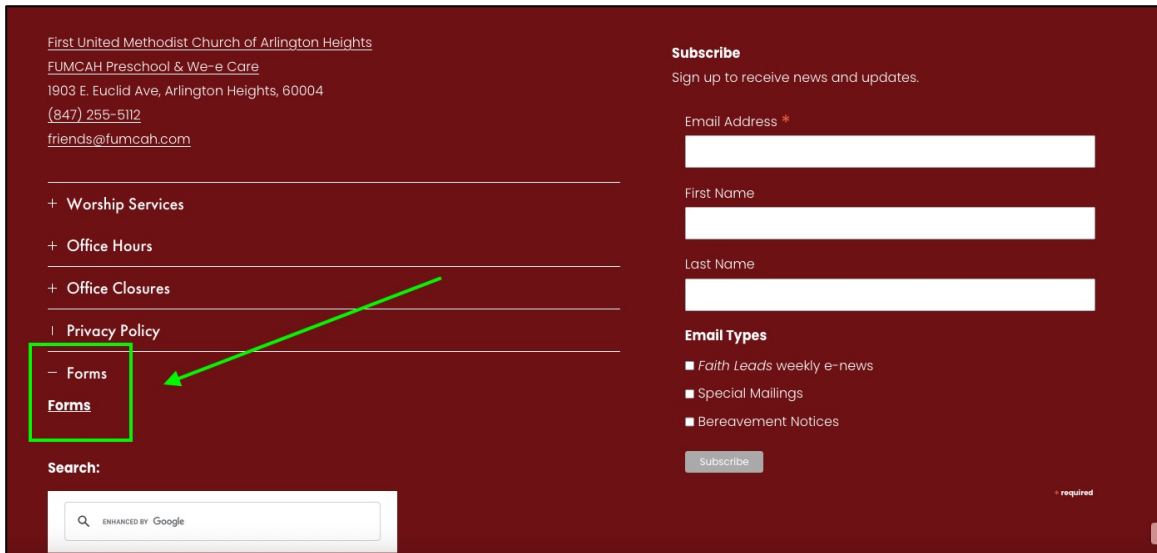
You can scroll down or use “space” or “calendar” to filter. Select Space and Calendar Request Form. And the form will pop up in a window.



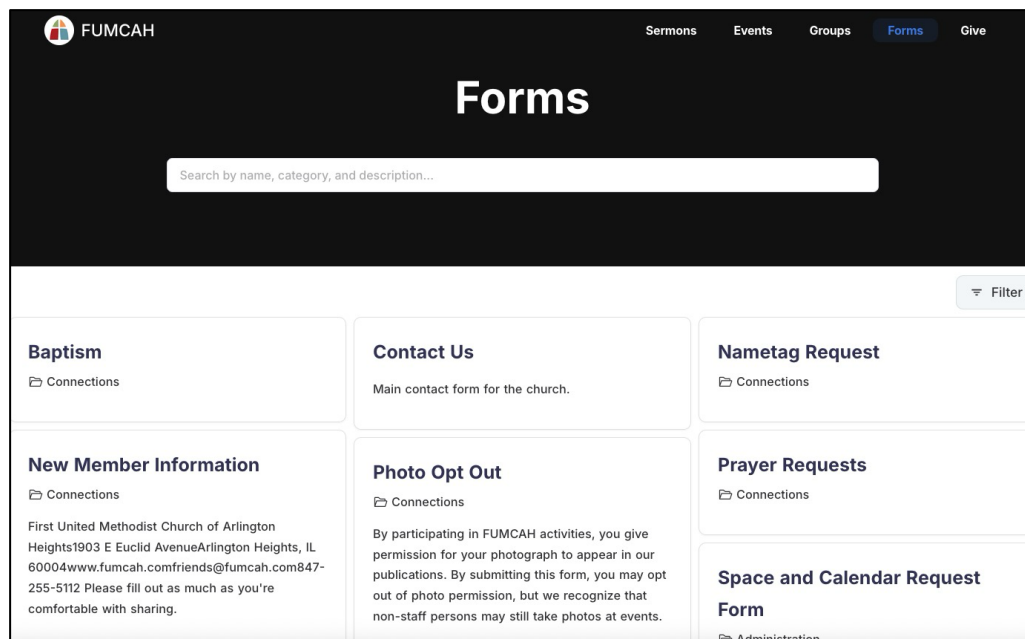
From the FUMCAH.COM website:

From any page on the church website, scroll to the bottom where the address and contact information is.

Click on either the little plus or the word Forms to see the direct link to the Forms page.

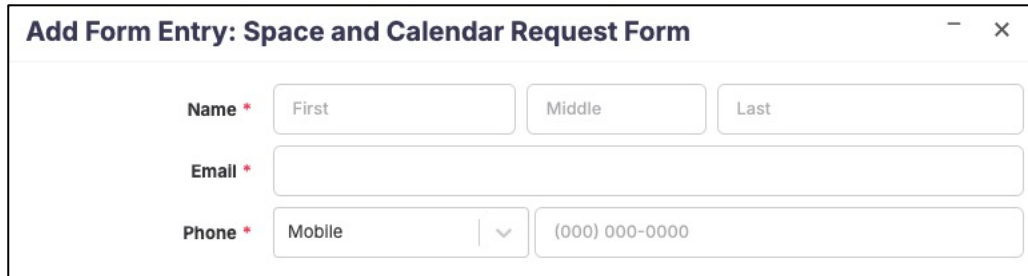


You can scroll or use the Search bar to find the form.



What to Know About the Space and Calendar Request Form

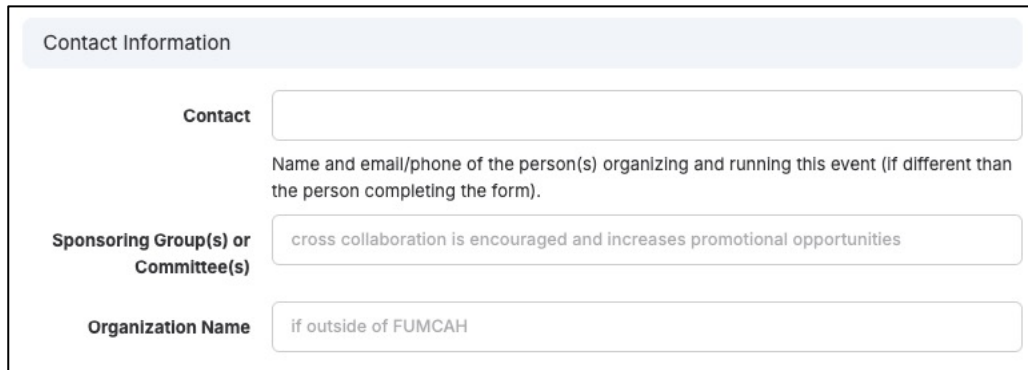
The first section is asking for the information about who is completing the form. If you are logged into One Church on the browser, your information will propagate. If you are not logged in or are in the app, you will need to enter your name and contact information.



The screenshot shows a form titled "Add Form Entry: Space and Calendar Request Form". It contains three main sections: "Name" with three input fields for "First", "Middle", and "Last"; "Email" with a single input field; and "Phone" with a dropdown menu set to "Mobile" and an input field containing the placeholder "(000) 000-0000".

Under Contact Information, please enter the name and email/phone of the person(s) organizing or running the event if not you.

Sponsoring Group(s) or Committee(s) would be the group or committee requesting the event and/or space. If the group is not a part of FUMCAH, please add that group name under Organization Name.



The screenshot shows the "Contact Information" section of the form. It includes a "Contact" field with a placeholder for the name and email/phone of the organizer. Below this is a "Sponsoring Group(s) or Committee(s)" field with the placeholder "cross collaboration is encouraged and increases promotional opportunities". At the bottom is an "Organization Name" field with the placeholder "if outside of FUMCAH".

In this section, you would provide the basic information about your event. If you select Yes for “Does this repeat?”, additional information will appear. The Event Start Time and End Time should be the official times of the event for the group or public.

If you select any of the “This Event requires” items, additional questions will appear such as RSVP email, number for attendance limit, information on how to get approval for payments through One Church, and what kind of staff support is needed (i.e. musicians, pastors, A/V Tech, etc.).

Event/Activity/Meeting Information

Event Title

Description

Does this repeat? * Yes No

Date *

Event Start Time *
(time for setup and cleanup may be entered in the space use section below)

Event End Time *
(time for setup and cleanup may be entered in the space use section below)

This Event requires

Registration/RSVP

Attendance Limits

Attendee Payment (FUMCAH Events Only)

Staff Support

[check all](#)

If you need space in the building, additional information will pop up allowing you to select the room(s) preferred. This is also where you would include any set up and clean up time to ensure you have the space available for this additional time.

Space Use

Do you need space in the * church building? Yes No

Estimated Attendance

Room/Space Requested Gathering Place
[check all](#) Wesley Room
 Fellowship Hall
 Sanctuary
 ROC
 Library
 Room 32
 Other
 I'm unsure

Time - Inclusive *

Please include the full time (set-up through clean-up).

If you would like your event to show up on the public-facing church calendars (i.e. the monitors around the church, the website and/or One Church public calendars), you can select that option. If you would like it just on the calendar for your particular group and the overall church space calendar, select “internal calendars only”. The event would show up in One Church for members of the associated group.

Confirmation

Calendar * Please include this on

all public-facing church calendars

internal calendars only

Promotion * If you wish to receive promotion for your activity/event, you must fill out the separate Promotional Request form here:
<https://fumcah.onechurchsoftware.com/public/forms/11>

I understand

Confirmation * Staff will determine availability and contact you with any questions and send you confirmation when approved.

I understand

Comments/Questions

This form is not the form for the promotion of your event through the website, Faith Leads, or the bulletin. The link to the Promotional Requests is provided.

When you submit your request form, you’ll get a copy of the request via email. If there are additional questions, the church office will reach out. Once it is approved and added to the calendar, you will get a confirmation email.