

## HOW THE CHURCH NEW LIFE CALENDAR SYSTEM WORKS

*The New Life Calendar is maintained through two web systems:*

### **Church Community Builder** ("CCB" for short) also called the "Online Community."

CCB is a commercial web-based information manager ([www.churchcommunitybuilder.com](http://www.churchcommunitybuilder.com)). Every person in the church can obtain a personal login and password to access the system. Group leaders have the ability to schedule events and book facilities through the system.

The church web site: **[www.newlifepismo.com](http://www.newlifepismo.com)**

The site uses an underlying engine called the Foundation Content Management System from the Digital Attic ([www.digital-attic.com](http://www.digital-attic.com))

### ***There are four key calendars:***

1. The **Group Calendar** (in CCB). Every group has the ability to schedule group events. They are displayed on their group calendar and on the personal calendar for every person in the group. When scheduling group events, the leader can also book a church facility.
2. The **Church Wide Calendar** (in CCB). A leader may select to have their group event displayed on the Church Wide Calendar by clicking the "Show on church wide calendar" box in the event settings. The Church Wide Calendar only displays in CCB. This means that **only** people logged in to CCB will see it, but also that **everyone** logged in to CCB will be able to see that event. We use this list to select which items will be displayed on the back of the church bulletin.
3. The **Public Calendar** (in CCB and on the Web). A group leader **may** be able to have their event displayed on the public calendar by clicking the "Show on the public calendar" box in the event settings. (For some groups this check box will be blocked). This calendar is displayed on the New Life web site and is accessible from the "News" menu. On the web site it is simply called "Calendar." The information that the group leader puts into the group event in CCB will display here on the web site.
4. The **Event** list (on the Web). This is a list of events on the church web site ("Events" under the "News" menu). The information for these events is entered independently of CCB, but the information is gathered from the Public Calendar and the Church Bulletin.