

Missing Event

You are sure you added a new event,
but it doesn't appear on one or both website calendars.

1. To save slow loading times, events on the 'service & social calendar' are only fetched from the calendar every couple of hours, so this may be just a waiting game.
2. More likely a) or b) is the problem. Login to the calendar and click the event, then the pencil to edit it – screenshot below.
 - a. The event is on the wrong calendar.
The calendar and colour are shown circled (labelled 2a below). The calendar should say **Services, Social Events** or **Other Events**. If it's wrong, drop down the arrow (shown by services below) and pick the correct calendar.
 - b. The event has not been allocated a room
Click on **Rooms**, circled below (labelled 2b). Select the church area you want to book for the event, **then the church, office or hall you want to book** – the churches and church halls are listed under the relevant churches and the church office under St Stephens. When a room is booked, it will show under the church area list (no room is booked in the screenshot).

Then click Save at the top (circled and labelled 3) and hopefully all will now show up!

The screenshot shows the event editing interface for 'Holy Communion at St Michael'. The event is scheduled for 22 Nov 2020 from 9:30am to 10:30am. The location is St Michael's Church, 3 Church St, Landrake, Saltash PL12 5ER. The event is currently set to 'Services' with a blue dot icon. The 'Rooms' tab is selected, showing a list of rooms for Sunday, 22 November: St Erney, St Mary, St Michael, St Nicholas and St Faith, and St Stephen. The 'Save' button at the top right is circled in red and labeled '3'. The 'Services' dropdown menu is circled in red and labeled '2a'. The 'Rooms' tab is circled in red and labeled '2b'.