

Using the 175 Days of Service Calendar

The MCC Serve calendar is your online tool for participating in our 175 Days of Service event. With it and the related web pages you can:

- Discover serving opportunities
- Find opens dates for scheduling your own events
- Fill out the online forms for adding your event to the calendar
- Be inspired by the work Middletown Christian is doing outside of our church walls.

Using the Calendar

There are many events on the calendar so it may be difficult to find the information you want. This guide will help you know how to filter the calendar and change the views so you can get the information you need faster.

Category Colors

The first guide is the color coding. We have divided the events into six (6) categories: Church wide, family, youth, children, youth, small groups and Individual service. You can find more about these categories by clicking on the links under the calendar.



Event Information

To see more information about an event you can click on the title and you will see a popup similar to the one here.

The popup will give you the information about the event such as the date or date range, the purpose of the event, the age range for the event, and who to contact. Not all events are open – they may be individuals, a small group activity, or already full.

Meridzo Appalachia Family Mission Trip

When: Sep 1 – 5, 2011

Description: This event is open to all ages.

Four day mission trip for people of all ages and skills. We will be serving together in Lynch, Kentucky over Labor Day weekend.

Leaving: From the church parking lot at 4pm on Sept.

Return: Scheduled return time is 5pm on the 5th.

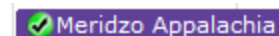
Contact Kyle and Amanda Weber for additional information.
amandajweber@yahoo.com

[more details»](#) [copy to my calendar»](#)

ng at Middlet Meridzo Appalachia Family Mission Trip

Finding an Open Event

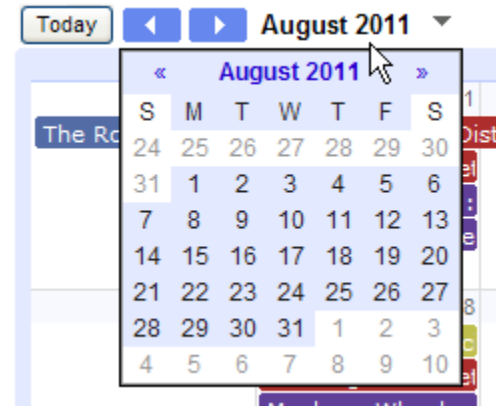
Open events will have a green check mark icon in front of them like this. The check mark is your flag for quickly spotting events that are looking for additional members to their team.



Calendar Navigation

In the upper left corner of the calendar you will find the navigation controls. The Today button will take you to today's date and highlight it for you. The left and right arrows will move the calendar forward or back a week or month depending on the view (more about views later).

You can also click the down arrow next to the date (August 2011 in our screen shot to the right) and bring up a calendar to pick the day or month.

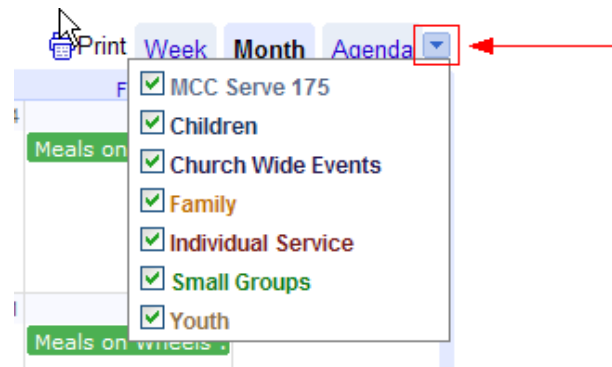


Category Filter

In the upper right corner of the calendar you will find a small down arrow. It is highlighted with the red pointer in the image. When you click that down arrow it will list the categories with check boxes in front of them. This allows you to hide events from the calendar you may not want to see right now.

For example, maybe you are looking for

Children's events. You would un-check all the categories except Children and only Children (blue) events will appear on the calendar.



Calendar Views

In the upper right corner of the screen you can see the controls to change the view of the calendar. You can see the dates one week at a time or a month at a time.



The Agenda view is a little different. This displays the events in a list like the sample here. You are still able to click on an event to get more details but here the event expands in place as seen for the Summit Academy event.

The agenda view is helpful because you can use the scroll bar to the far right to quickly scan events over the weeks and months. Notice how the green checkmark, our “Open” flag, stands out in this view.

The filter control works here as well so you can chose to only show selected categories in your listing.

A screenshot of a calendar's agenda view. It shows a list of events grouped by day. Friday, June 24 includes '1st - 5th Grade Mission Camp', 'Kingdom Camp', and 'Meals on Wheels : Seekers'. Saturday, June 25 features a highlighted event 'Summit Academy Church-wide Work Day' with a green checkmark icon. Below this event, details are listed: 'When: Saturday, Jun 25, 2011', 'Where: Summit Academy (map)', 'Description: Summit Academy Church-wide Work Day', and 'Leader Rob Peterson'. A scroll bar is visible on the right side of the list. Monday, June 27 includes 'Tutoring at Middletown Elementary', 'Meals on Wheels : Seekers', and 'Visit VA Medial Center : Seekers'.

Friday, June 24	
	1st - 5th Grade Mission Camp
	Kingdom Camp
	Meals on Wheels : Seekers
Saturday, June 25	
<input checked="" type="checkbox"/>	Summit Academy Church-wide Work Day
When	Saturday, Jun 25, 2011
Where	Summit Academy (map)
Description	Summit Academy Church-wide Work Day
	Leader Rob Peterson
Monday, June 27	
	Tutoring at Middletown Elementary
	Meals on Wheels : Seekers
	Visit VA Medial Center : Seekers

Extras

These are not key features but if you are familiar with Google you could make use of them. For events with set locations the calendar will display a map link. In the Agenda screen shot above you cans see the ([map](#)) in the Where line. Clicking this will launch Google Maps. Not all events will have specific locations so this may not be helpful in all cases. However when we can provide a detailed address you can use Google maps for directions to the location.

Also if you use Google Calendar there is an option to copy the event to your personal calendar. You can see the “[copy to my calendar](#)” link in the screen shot for the Event Information at the beginning of the guide. When you click the link you will be taken to the login screen for your Google account. Once logged in, you will see a copy of the event for your personal calendar. Make any changes if needed and press the Save button.