

User Guide for Website - EVENT Section

How to be a User:

1. Must be an authorised representative of a parish or organisation in the Roman Catholic Archdiocese of Singapore
2. You have an account on the website. If not, parishes and listed organisations may request at <http://www.catholic.sg/registration>
3. Registered user have access to JOIN submission and EVENT submissions

Event Submission Guidelines:

1. All postings are reviewed. Please allow for 2 working days before your posting is displayed
2. Ensure that your contact email and/or website address/es are accurately submitted
3. We reserve the right to withhold or edit any posting that do not comply with regulations

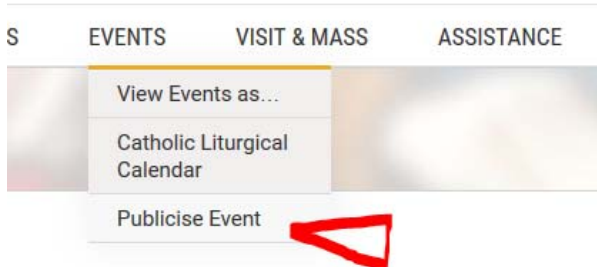
Notes on Parish-level Events and Foreign Speakers

- **Parish-level Events:** Permission of the parish priest is required before submission
- **Parish-level talks with lay speakers:** Permission of the parish priest is required before submission
- **Foreign Speakers:** Any parish or organization intending to bring into Singapore a foreigner who will be involved in activities directly related to the organization or conduct of any seminar, conference, workshop, or gatherings, including any foreign religious worker giving talks (up to a maximum of 60 days) is required to apply for a “Miscellaneous Work Pass” from the Ministry of Manpower. Failure to comply may result in being prosecuted under the Employment of Foreign Manpower Act. This requirement is in addition to the other requirements related to the Statement of Suitability for Ministry that is required by the Archdiocese. Further information on the requirements from the Ministry of Manpower may be found at their website or from the Archdiocesan Chancery (*ref: Chancery Notice – 2 September 2014*).

How to post an EVENT:

VIEW Short Training Video at <http://youtu.be/ttY6n2zTb2o>

1. Go to EVENTS>PUBLICISE EVENT



2. Read the notes on the page if you haven't already and PROCEED to log in. You may REGISTER too.

Please log in first.

Username

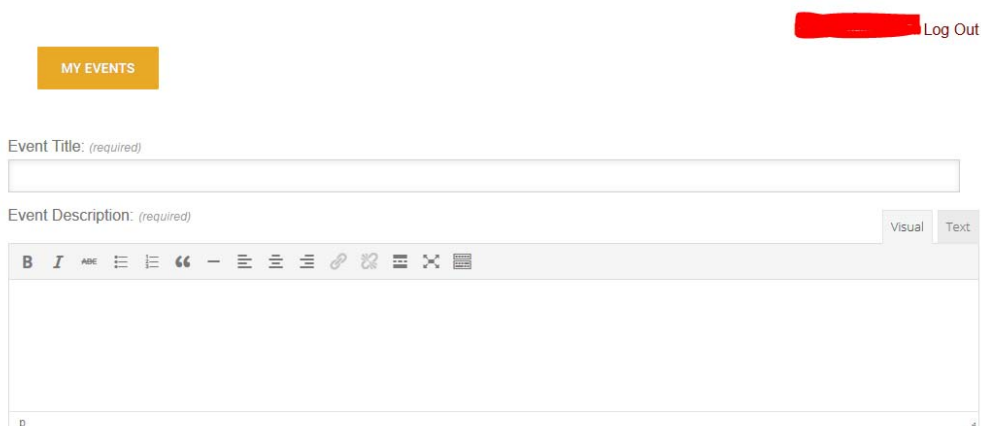
Password

Remember Me

LOG IN

Register

3. Login using your email, password or if you can't remember, click LOG IN anyway, and on the next screen you will see a LOST YOUR PASSWORD link to click on.
4. On successful login, you will see the below with your USER ID where the red rectangle is



The screenshot shows a user dashboard. At the top right, there is a red rectangle highlighting the 'Log Out' link. Below it is a yellow button labeled 'MY EVENTS'. Underneath is a form for creating a new event. It has two main fields: 'Event Title: (required)' and 'Event Description: (required)'. The 'Event Description' field has a rich text editor toolbar with options for bold, italic, underline, link, unlink, list, and table. There are also 'Visual' and 'Text' tabs for the editor.

Event Title:

Use words that describe your event clearly while avoiding vague words and short-forms. Use terms that may be understood by anyone. Eg: “RCIA Journey 58” may be better described as “Rite of Christian Initiation of Adults (RCIA) @ Church of the Holy Family”- Note that we use both the short and long form of RCIA as well as the mention of the parish holding the RCIA.

Event Description:

Try using short points for clarity instead of long paragraphs or sentences. Be clear on the call-to-action. Eg: Please send us and email with your name and contact details.

Event Categories:

Start by selecting ALL the main categories – 1) All Audiences, 2) All Subject Matters, and 3) All Types of Setting. This simply means that your event covers different audiences, subject matters and types of settings

EVENT CATEGORIES:

<input checked="" type="checkbox"/> 1 - All Audiences	<input type="checkbox"/> 1a. Couples	<input type="checkbox"/> 1b. Families
<input type="checkbox"/> 1c. Migrants	<input type="checkbox"/> 1d. Singles	<input type="checkbox"/> 1e. Youth
<input checked="" type="checkbox"/> 2 - All Subject Matters	<input type="checkbox"/> 2a. Fellowship	<input type="checkbox"/> 2b. Prayer
<input type="checkbox"/> 2c. RCIA & RCiY	<input type="checkbox"/> 2d. Relationships	<input type="checkbox"/> 2e. Schools
<input type="checkbox"/> 2f. Scriptural	<input type="checkbox"/> 2g. Spirituality	<input type="checkbox"/> 2h. Theology
<input type="checkbox"/> 2i. Vocations	<input type="checkbox"/> 2j. Others	<input checked="" type="checkbox"/> 3 - All Types of Setting
<input type="checkbox"/> 3a. Arts & Performances	<input type="checkbox"/> 3b. Celebrations	<input type="checkbox"/> 3c. Courses and Workshops
<input type="checkbox"/> 3d. Meetings	<input type="checkbox"/> 3e. Missions, Trips & Visits	<input type="checkbox"/> 3f. Retreats & Programmes
<input type="checkbox"/> 3g. Seminars & Conferences	<input type="checkbox"/> 3h. Special Masses	<input type="checkbox"/> 3i. Talks and Screenings
<input type="checkbox"/> 3j. Worship and Devotions		

Refine Categories:

- **Audience:** Select your participants. Eg: Marriage Encounter (ME) is designed for couples
- **Subject Matter:** What will the event be about? Eg: ME covers Relationships and Spirituality
- **Setting:** What structure and setting will the event have? Eg: ME is a Retreat & Programme, but some may consider in a Course and Workshop. So check categories that apply logically.

Event Image:

Uploading and using an image to highlight and to brand your event may be a good idea. However it is not compulsory. Image specifications are width at 780pxls or less, jpg or png files @72dpi, with file size less than 300kb

EVENT IMAGE

Upload: No file selected.

Images that are not png, jpg, or gif will not be uploaded.

Event Date:

Please read this section carefully. The principle guideline of using the Event Date section is NOT to clutter the Events Calendar with 'blocked' date/time slots when participants no longer have an opportunity to take part in an event. In essence, "block" the date/time only when registrations and participants are allowed in.

So, if your event duration is 3 months long, held every Monday, and does not allow new registrants after the first day, the event should be listed on the calendar for the first Monday. Details on the duration and more should be filled into the DESCRIPTION field.

However, if it DOES allow new registrants mid-way through, say up to 4 weeks, then you could create the event as a RECURRENT event for up to the 4th week. The same details on the duration and more should be filled into the DESCRIPTION field.

More examples and instructions below:

Events lasting less than a day:

- *Select Start Date/Time and End Date/Time*
- *For example, a day seminar starting at 9am and ending at 5pm on the same day*

Events lasting more than a day and do NOT allow walk-ins after the first day:

- *Select only the FIRST DAY's Date, and Start & End time*
- *State actual event duration dates etc. in the Event Description field.*
- *For example, Engaged Encounter has a 3-day retreat and does not allow mid-way participants after registration is completed on the first day.*

Events lasting more than a day and allows for walk-ins after the first day:

- *Select START Date/Time and END Date/Time (up to when walk-ins are allowed)*
- *State actual event duration dates etc. in the Event Description field.*
- *For example, there is a 5-day retreat and allows mid-way participants up to the 3rd day, the dates reflected on the START and END should consist of days 1 to 3.*

Events which recur on a regular basis and do NOT allow walk-ins after the first day:

- *Select only the FIRST DAY's Date, and Start & End time*
- *State actual event duration dates etc. in the Event Description field.*
- *For example, CTIS has a 6 month course held every Monday and does not allow mid-way participants after registration is completed on the first day.*

Events which recur on a regular basis and allows for walk-ins after the first day:

- *Select START Date/Time and END Date/Time (set Recurrence to when walk-ins are allowed)*
- *State actual event duration dates etc. in the Event Description field.*
- *For example, CTIS has a 6 month course held every Wednesday and allows mid-way participants up to end of the 1st month, the dates reflected on the START and END should consist of days on the 1st month, in this case the 4 x Wednesdays in the month.*

The Recurrence option

EVENT TIME & DATE

All day event?

Start Date / Time: 2015-03-04 @ 03:30 pm

End Date / Time: 2015-03-04 @ 03:30 pm

Recurrence: None

Venue Details:

This is for the physical address of the building. Insert room/hall/floor details are under “Additional Fields” found nearer to the end of the form.

Select from the drop-down list (alphabetical order) or type into the field (eg. “St” brings up the below example). If the record does not exist, create a new record (select Use New Venue).

You should ignore the City, State fields, but do check the Google Map and and Maps Link.

VENUE DETAILS

Use Saved Venue: Use New Venue

Venue Name: St

Address: Church of Our Lady Star of the Sea

City: Church of St Anthony

Country: Church of St Bernadette

State or Province: Church of St Francis of Assisi

Postal Code: Church of St Francis Xavier

Phone: Church of St Ignatius

Website: Church of St Mary of the Angels

Show Google Maps Link:

Show Google Map:

Organiser Details:

This is for Archdiocesan-level organisations or Parishes.

Select from the drop-down list (alphabetical order) or type into the field (eg. "Church" brings up the below example). If the record does not exist, create a new record (select Use New Organizer).

If the organiser is parish-level (eg: St Anne's Church RCIA Ministry.), first select St Anne's Church in from the drop-down list (because the Parish is hosting and organising the event) and then later on, insert details of the ministry under "Additional Fields" found nearer to the end of the form.

ORGANIZER DETAILS

Use Saved Organizer: Use New Organizer

Organizer Name: Church

Phone:

Website:

Email:

EVENT WEBSITE

URL:

Other Details

Complete the rest of the form where it is applicable.

ADDITIONAL FIELDS

Event/Registration Contact Person:

Contact email:

Contact telephone:

Organizing Ministry/Group:

Room/Hall name & location:

EVENT COST

Currency Symbol: \$

Cost:

Leave blank to hide the field. Enter a 0 for events that are free.

Click on SUBMIT EVENT and you're done! REMEMBER TO LOG OUT (footer bar on every page)

The administrators will then check on your listing and approve it if everything is fine.