

Using Calendar Effectively

Making "Connections" in Events

Each Planning Center product handles events differently. Events in Calendar can be connected to:

PRODUCT	CONNECTION
Groups	An individual group
Groups	A specific group event*
Registrations	A signup
Services	The Service Type where the plan is located
Check-Ins	An event

Connections do **not** sync. Any changes made in one app within PCO must be made in the connected products. Adding a connection to an event allows staff to easily see who is connected to an event, and see if there is anything missing from the event.

*The connection of a specific group event to a event in calendar occurs through the Calendar Forms.

Calendar Templates

To streamline the event creation process, Calendar Templates can be utilized to quickly apply rooms, resources, and tags to events, ensuring consistency and efficiency in event planning.

Templates can be edited in Calendar: https://calendar.planningcenteronline.com/event_templates.

Review a list of [Event Templates](#).

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