# **Roommate Facilities Manager**

## Introduction

What is Roommate?

- Calendar
- Resource manager (inventory)
- Contact manager

Roommate is a powerful, effective scheduling tool for events and resources. Church-wide calendars or ministry specific calendars may be viewed or printed. Special event calendars, such as a wedding calendar, can be easily maintained. Reports include both calendar and list format, and can be produced by date range and departments.

Events from CDM+ Roommate can be viewed online using the Monthly Calendar and Event Listing tools. For more information on publishing tools, see the Getting Starting in Web Ministry Tools and Engage class.

The Welcome to Roommate window provides easy selection of the major Roommate functions; the Getting Started tab provides steps to initial setup; the Reports tab groups reports together by options for easy access. These items are also available from the Roommate menu under Programs in CDM+.

•	Welcome	to Roomma	ate	
	Getting Started	Windows	Reports	
	Events	1	Rooms	
	Resources		Contacts	
				Close

## Setting Up: Master Coding System

#### ► File ► Master Coding System ► Codes tab

#### **Room Configurations**

Room Configurations are codes you create to classify room setup, room type, or purposes. Room Configurations are associated with specific rooms.

#### Departments

Departments are Codes you create that are assigned to events for selection and grouping purposes on calendar views and reports. Departments are used to customize views on the Event Schedule and select content on Roommate reports.

#### **Resource Types**

Resource Types are used to group resources together and for selection purposes on Roommate reports. Resources are assigned to a Resource Type, e.g., AV Equipment would include televisions, DVD players, stereos, etc. Resource Types can be added on-the-fly or added, changed, or deleted on the Codes tab of the Master Coding System window.

nction	Program	Roommate Code Types	Resource Types Codes	Details for AV Equipment
Codes	Address All Contribution	Departments Resource Types Room Configurations	X AV Equipment Bibles	Leader(s)
Groups	Event Registration Groups	Room computations	X Chairs X Dishes, etc.	Location
Groups	Individual Item Category Roommate	_	X Hymnals X Tables	Area
5 °	Shipping Category Visitation/Pastoral Visitor			Event Time
				Entered Aug 6 2008 6:16 PM by User 1
				Modified Aug 6 2008 6:16 PM by User 1
				Usage for AV Equipment
				Count ^ Description
				3 Resource Type
Collapse			Add Code	



#### Rooms

#### ▶ Program ▶ Roommate ▶ Room Records

Define all the areas of your facility that will be scheduled for use. Although the term "room" is used throughout the program, use CDM+ Roommate to schedule more than just rooms. For example, the list may include the church bus or van, the preschool playground, or the Prayer Garden. Don't be limited by walls!

• •		Room Records		m : Configurations : Resources : Connections :	
SHOW Room	m Description	Location	Number	Check appropriate configurations for this room:	
	Pastor's Office	Main Bldg Flr 1	102	Configuration: Notes: Banquet	
All	r Room	Main Bldg Flr 2	200	Max. Occupancy: 150	
None CL 1 E		Garage	BUS	Classroom	
	sroom 1	Christian Life Bldg Flr 2	205	Max. Occupancy: 200	
Class	sroom 2	Christian Life Bldg Flr 2	207	Reception	
Searches Class	sraom 3	Christian Life Bldg Flr 2	209	Max. Occupancy: 350	
Grid Confe	erence Room	Main Bldg Flr 1	103		
Econo	oline Van 1	Garage	VAN1		
Reports Econo	oline Van 2	Garage	VAN2		
DO Fellow	wship Hall	Christian Life Bldg Flr 1	106		
Add Greet	ters			Detail view of Co	nfaurations tal
1 💳 F	ellowship Hall			28 Results Detail view of Co	ningurations tai
Multi-Add	: Room : Configurations :	Resources : Connections :			
Change Delete	Description: Fellowship Location: Christian L		Room Number: 106 Abbreviation:		
-	Location: Christian L		Abbreviation:		
	Location: Christian L Width: 0.00	.ife Bldg Fir 1	Abbreviation: Color (click to change):		
	Location: Christian L Width: 0.00 Height: 0.00	ife Bidg Fir 1	Abbreviation: Color (click to change):		
	Location: Christian L Width: 0.00	ife Bidg Fir 1	Abbreviation: Color (click to change):		

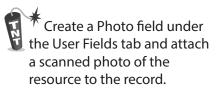
## Resources

The Resource Records window displays the inventory or resources used when scheduling Events. In addition to a resource description, the quantity owned, purchase date, price, serial #, and Resource type are tracked. User-defined information can be maintained on the User Fields tab.

#### **Resource Records**

#### ▶ Program ▶ Roommate ▶ Resource Records

			Resou	rce Reco	ds			
	SHOW	Description	^		Quar	ntity	Resource Type	
* *	All	Hi-Back Mgr Chair - Green				1	Chairs	
		Leather Exec. Chair - Brown				1	Chairs	
0 M	None	Metal Folding Chairs-Beige				500	Chairs	
<u></u> Р	ind	Metal Folding Chairs-Black				60	Chairs	
	Searches	Padded Stack Chairs-Green					Chairs	
		Plastic Stack Child Chair - Red					Chairs	
	Grid	Plastic Stack Child Chair-Blue					Chairs	
- F	Reports	Platter - 12" Dia. Glass				12	Dishes, etc.	
	DO	Ketal Folding Chairs-Beige						31 Res
	Add	Resource : Default Locati	ons ; U	lser Fields	: Connections	-		
<b>t</b> '	add							
£∙∧	Multi-Add							
<i>i</i> 0	Change							
	-							
	Delete							
		Description:	Metal Foldin	ng Chairs-E	eige			
		Quantity:	500	Cons	umable			
		Resource Type:	Chairs				×	
		Date Purchased:	Sep 8 2021				12.95	
					Purchase Price:			
					Purchase Price: Current Price:		6.00	
		Serial/ID Number:						
		Serial/ID Number:						
		Serial//D Number:						
		Serial/ID Number:						
<b>3</b> 0	Configure	Serial/ID Number:						
Τ.	Configure	Serial//D Number:						



#### **Default Locations**

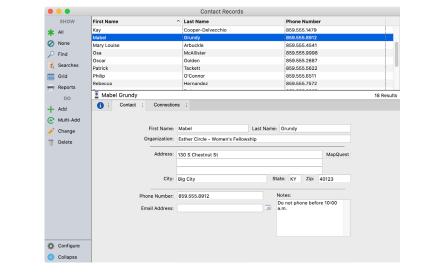
Specify the "normal" or "base" location for the selected resource. Multiple default locations can be tracked for a resource, so a group of 500 chairs could be split across multiple rooms. Check the "AA" box to Auto Assign the resource to scheduled Events in this room.

Resour	се	- 1	Default Locations :	User Fields : Conn	actions :		
	Γ			Room		Quantity	AA*
	F	ellow	ship Hall		~	250	$\checkmark$
χ	G	ym			~	100	
χ	S	r Hi Y	Youth Room		~	50	$\checkmark$
χ	J	r Hi Y	outh Room		~	50	$\checkmark$
χ	С	onfer	rence Room		~	50	$\checkmark$
	1		* AA = Auto-As	sign this resource to events	scheduled in this roc	m	
			ault Location				

#### Contacts

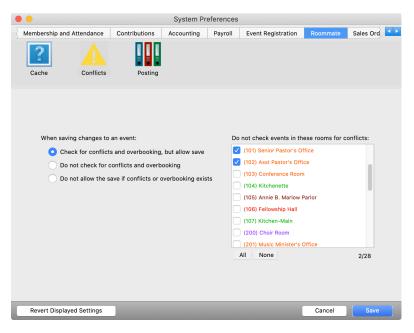
#### ▶ Program ▶ Roommate ▶ Contact Records

Information on contact persons for the organizations that use your facility leaders of your church, community groups, and professionals (such as wedding coordinators and caterers).



## System Preferences CDM+(Mac)/File(Windows) ► Preferences ► CDM+ System ► Roommate tab

#### Conflicts

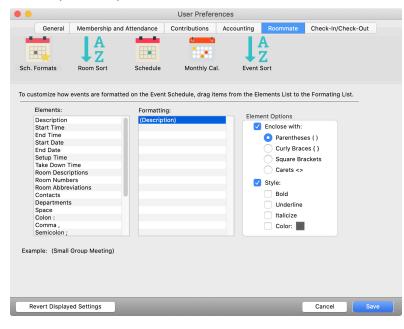


Select from three options to handle schedule conflicts.

## **User Preferences**

CDM+(Mac)/File(Windows) > Preferences > CDM+ User > Roommate tab

#### Monthly/Weekly Schedule Formats



Click on the Schedule Formats icon to specify what information is displayed for events on the Weekly or Monthly schedule. Drag desired elements from the Elements list on the left to the Formatting list on right.

You can select an item in the Formatting list and further customize it under the Element Options. For example, add parethensis to separate a room number from its description, or bold the setup time.

#### Schedule

		User Prefe	rences		
Gener	al Membership and Attendance	e Contributions	Accounting	Roommate	Check-In/Check-Out
		::::		A Z	
Sch. Formats	Room Sort Schedul	le Monthly C	Cal. Event	Sort	
	All Schedules Event Schedule background co	olor:	Week Schedule	ny days at a time	a: 7 ¥
				ny days at a time	a: 7 🗸
	Event Schedule background co	olor:	Show this man	ny days at a time now Durations	e: 7 v
	Event Schedule background co Text label co	day:	Show this man Day Schedule		

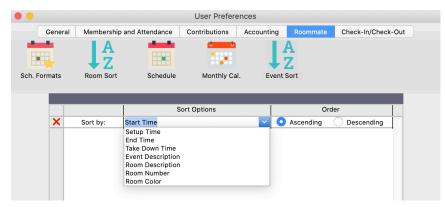
Click on the Schedule icon to select the color settings, the week schedule, and day schedule defaults

#### **Monthly Calendar**

General	Membership and	Attendance	Contributions	Accounting	Roommate	Check-In/Check-Out
. Formats	A Z Room Sort	Schedule	ن ن ن Monthly Ca	Event S	A Z Gort	
Eustomize how nating List. Elements: Description Start Time	events are formatt	Formattir	•		n the Elements ent Options Enclose with:	List to the

Click on the Monthly Cal. icon to customize how events are formatted on the monthly calendar report by dragging items from the Elements List to the Formatting List. The Example below the lists changes dynamically to preview how the current Formatting would appear on a calendar report.

#### **Event Sort**



By default, events within a day on the schedule sort by start time. You can override this by adding sorts to this list. This example sorts events by start time, then by room number.

## **Scheduling Events**

#### **Event Schedule**

#### ► Program ► Roommate ► Schedule

The Event Schedule allows for 3 views of the same information: Month, Week, and Day. Click tab in lower right to switch views.

#### **Month Schedule**

There are two ways to place an event on the Month Schedule:

- Double-click an open area while on the selected day.
- Click the Inspector on the selected day and then click Add.

The Event Information window will open; type the description and then complete all the tabs that apply.

Show All	Sec. 19			Sept	ember 2024					Departments: All 🔻
🖌 John Lawson	Sunday	Monday		Tuesday	Wednesday		Thursday	Friday		Saturday
(101) Senior Pastor's O	Worship	+ = 2 Labor Day	+ =	3 + ≡	4 O Prayer Circle	+≡	5 + 3	≡ 6 AA Mtg	+≡	7 -+ Flower Guild
(102) Asst Pastor's Off	Worship	Labor Day		Membership Class	Kingdom Kids			AA Witg		riower ound
(103) Conference Roor	Jr Hi Youth Grp				. Inigatin Inat					
(104) Kitchenette	Sr Hi Youth Grp									
(105) Annie B. Marlow	8	+ ≡ 9	+=	10 +≡	11	+ =	10	 ≡ 13	+=	14 <del>-</del>
(106) Fellowship Hall	Worship	Piano Lessons		Staff Mtg	O Prayer Circle	т =	C Esther Circle	AA Mtg	т =	Flower Guild
	Worship	GS Troop #1498		Books & Beliefs	Kingdom Kids		S Esther Greek	AA WAG		
(107) Kitchen-Main	Jr Hi Youth Grp			Children's Choir Pra	•					
(200) Choir Room	Sr Hi Youth Grp			Membership Class						
(201) Music Minister's										
(205) Classroom 1	15	+ = 16	+ =			+=	19 +	20	+ =	
(206) Nursery-Infant	Worship	Piano Lessons		Children's Choir Pra	O Prayer Circle			AA Mtg		Flower Guild
	Worship	GS Troop #1498		Membership Class	<sup>©</sup> Kingdom Kids					
(207) Classroom 2	Jr Hi Youth Grp									
(208) Nursery-Prescho	Sr Hi Youth Grp									
(209) Classroom 3	22	+ = 23	+=	24 +≡	25	+=	26 上:	≡ 27	+=	28 -
(300) Sr Hi Youth Roor		Piano Lessons		Children's Choir Pra	O Praver Circle		BSA Troop #23	AA Mtg		Meeting
(301) Jr Hi Youth Room	Worship	GS Troop #1498		Membership Class	Kingdom Kids		56/1 1100p #20	, or mag		Flower Guild
(BUS) CL 1 Bus	Jr Hi Youth Grp									Norton/Smith Weddin
	Sr Hi Youth Grp									
(GYM) Gym										
(HOL) Holiday	29	<b>+</b> ≡ 30	+ =	1 +≡	2	+≡		4	+≡	
(NRM) No Room	Worship	Piano Lessons		Children's Choir Pra	O Prayer Circle		BSA Troop #23	AA Mtg		Flower Guild
(Sanct) Sanctuary	Worship	GS Troop #1498		Membership Class	<sup>S®</sup> Kingdom Kids					Property Committee N
(VANIA) Econoline Van	Jr Hi Youth Grp Sr Hi Youth Grp		_							
All None 28/2	-									Month Week D
20/20	·									INOIRI WEEK D

To Change an event, double-click the event to open the Event Information window and make changes; click Save.

To Delete an event, double-click the event to open the Event Information window and click Delete. In addition, either the Inspector or the contextual menu can be used to delete. You can also delete an event by clicking it on the month or week view and pressing the delete key on your keyboard.

#### Week Schedule

The Week Schedule displays 1-7 days at a time; otherwise, it is identical to the Month Schedule.

• • •				Event So	chedule					
Show All	- 😤 🖄			Sept	ember 2024				Departments: All	¥.
John Lawson	Thursday		Friday	Saturday	Sunday	Monday		Tuesday	Wednesday	
	9/26	+ = 9/27	+ = 9	9/28 + ≡		≡ 9/30	+ =	10/1 + ≡		+=
🗹 (101) Senior Pastor's O	BSA Troop #23	AA Mtg		Meeting	Worship	Piano Lessons		Children's Choir Pra	O Prayer Circle	
🗹 (102) Asst Pastor's Off 🝙				Flower Guild	Worship	GS Troop #1498		Membership Class	Se Kingdom Kids	
💙 (103) Conference Roor				Norton/Smith Wedding	Jr Hi Youth Grp					
(104) Kitchenette	-				Sr Hi Youth Grp					
💙 (105) Annie B. Marlow										
🗹 (106) Fellowship Hall										

#### **Day Schedule**

Each event will appear on the Day Schedule as a colored bar to indicate its assigned room; the length of the bar indicates the duration of the event measured on the time scale header.

•••						E	vent Sche	dule								
Show All	- 🐑 🖄					Sunc	lay, Septe	mber 8th	, 2024					Depa	rtments: All	T
🗸 John Lawson	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11
🗹 (101) Senior Pastor's O	Wo	rship														
🗹 (102) Asst Pastor's Off 🔒				Worship												
🗹 (103) Conference Roor												Sr Hi Yo	uth Grp			
🗹 (104) Kitchenette												Jr Hi You	uth			
🗹 (105) Annie B. Marlow												Grp				
🗹 (106) Fellowship Hall																
🗹 (107) Kitchen-Main																
🗹 (200) Choir Room																
🗹 (201) Music Minister's																
(205) Classroom 1																
🗹 (206) Nursery-Infant 🎽																

#### Navigating and Finding Events on the Event Schedule

Navigation and search tools can be found at the bottom of the Event Schedule window. There are tools to quickly navigate month-to-month or jump to a specific day. There is also the option to look up an event by description using the search field.

◀ Prev. Today	Next	F	September	8	20:	24	-
	Find:	Flowe	er Guild			۹.,	Find

Events for: Sente	em 📀 8 📀 20	24 * 🐟 🖪 🕨
Description	Start Time	End Time
Worship Worship	8:30 AM 11:00 AM	9:30 AM 12:00 PM
Sr Hi Youth Grp	7:00 PM	8:30 PM
Jr Hi Youth Grp	7:00 PM	8:00 PM
Add Duplicate	Modify	Delete Columns
Room(s): 5 Contact(s): r Department(s): 5 Notes: r	Sanctuary n/a Services n/a	
Room(s): 5 Contact(s): r Department(s): 5 Notes: r Resources:	Sanctuary n/a Services n/a <b>Resource</b>	Qty.
Room(s): 5 Contact(s): r Department(s): 5 Notes: r Resources:	Sanctuary Na Services Na <b>Resource</b> The Faith We Sing	<b>Qty.</b> 500
Room(s): 5 Contact(s): r Department(s): 5 Notes: r Resources:	Sanctuary n/a Services n/a <b>Resource</b>	<b>Qty.</b> 500

#### Inspector

Click on the small Inspector icon at the top of a day on the Month or Week Schedule to display a listing of all scheduled events for that day. Click the Add button to add a new event; click the Duplicate or Modify buttons to change or create a duplicate event; click the Delete button to remove an event.

#### Views

Views are custom-defined combinations of Rooms and/or Departments that filter the schedule to display just events for those rooms and/or departments. Views are also available for use on Event reports as search options. Views are user specific, but may be published for use by other users.

iew: Classrooms	V Add Rename Delete
wned by: Administrator	
Rooms	Departments
(106) Fellowship Hall	Christian Education
(107) Kitchen-Main	Church Groups
(200) Choir Room	✓ Committees
(201) Music Minister's Office	Community Groups
(205) Classroom 1	✓ Music
(206) Nursery-Infant	Outreach
(207) Classroom 2	✓ Services
(208) Nursery-Preschool	Veddings
(209) Classroom 3	Vouth
🗸 (300) Sr Hi Youth Room	
🗸 (301) Jr Hi Youth Room	
(BUS) CL 1 Bus	
(GYM) Gym	
(HOL) Holiday	
All None	5/28 All None
Publish this view to other users	Close Save

To create a View:

- Click the Modify button
- Then click the Add button and name the view
- Select the combination of Rooms and Departments desired
- Click Save

## **Creating Events**

- Double-click in an open area of the Event Schedule window
- Or Add from the Inspector

Events on all three schedules (month, week, and day) of the Event Schedule have **Contextual Menus** available. Control-click (Macintosh) or right-click (Windows) on an event to access contextual menu. From the contextual menu, you can open the Event Information window by selecting Modify, delete the event by selecting Delete, or duplicate the event by selecting Duplicate. The assigned Rooms, Contacts, and Departments for the event will be checked and can be changed by selecting different Rooms, Contacts, or Departments.

#### **Event Information**

Event Infor	mation: Piano Lessons
Description: Piano Lessons	Graphic: •
📅 Event 🔚 Rooms 🔀 Billing 📫	Notes 🕌 Resources 🖒 Recur Event 🗛 Conflicts
Day-Long Event	0
Start: Sep 9 2024 🐟 3 🗘 : 30 🗘 PM	Setup: 3 🛊 : 00 🗘 PM 🗘
End: Sep 9 2024 🛛 🗇 6 🗘 : 30 🗘 PM	Take Down: 6 € : 45 € PM €
Contacts	Departments
Cummins, Ian	Music
	*
Details:	<u> </u>
Details:	
Revert î Delete	Cancel Save

The Event Information window contains the description of the Event and a series of tabs that contain all the details of the Event. Select the appropriate tab to add, view, or change Event details.

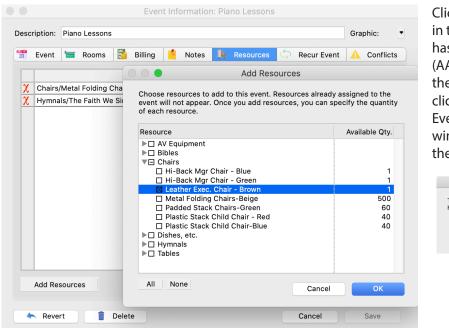
#### **Room Selection**

Descri	ption:	Pian	o Lessons	;							Gra	phic:	
31 E	Event	in the second second	Rooms		Billing	Notes	1	Resources	\$	Recur Event		Conflict	s
ž				R	oom			1	С	onfiguration		1	
χα	Choir R	oom					<b>~</b> (	D				<b>0</b>	1

#### Billing

Roommate Events can be linked to Customers in Accounts Receviable and invoices generated to bill facilities usage. See the Accounts Receviable manual for more information.

#### Resources



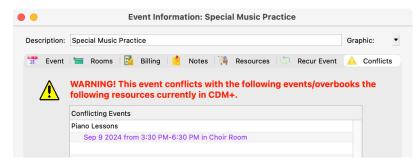
Click Add to select Resources for use in this Room. If the selected room has resources marked to Auto Assign (AA) on the Default Location tab of the Resources record, as soon as you click on the Resources tab of the Event Information window, a pop-up window will ask if you wish to assign them.

Assign Resources
The rooms for this event have changed. How would you like to handle the default resources for these rooms?
Assian default resources for current room selection
Assign deladit resources for current room selection

If you leave the box checked and click OK, the Resources tab for the Event will be auto-filled with Auto Assign (AA) resources. You can edit the list. If you uncheck the box and click OK, no resources will be assigned. Resources may be added by clicking Add Resources.

## **Dealing with Conflicts**

The Conflicts tab displays any Room conflicts or Resources over-booking. Every time this tab is selected, Roommate re-checks for conflicts.



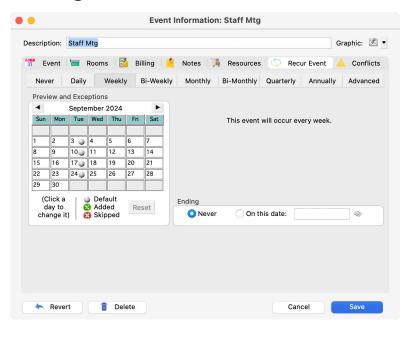
Settings selected in Systems Preferences determine how CDM+ Roommate handles conflicts. There are three choices for dealing with conflicts.

#### **Search for Conflicting Events**

## ► Program ► Roommate ► Conflicting Events

The Conflicting Events window allows for date range searches for Event conflicts.

## **Recurring Events**



Schedule an Event to recur on selected time intervals, either ending on a specific date or recurring indefinitely. Use the Advanced option to create complex recurring event schedules.

Use the Preview and Exceptions calendar to add or remove an occurrence of this event outside the standard occurrences. Colored dots indicate the exceptions and defaults.

Nev	er	Daily		Weekl	y I	Bi-Week	y Monthly	Bi-Monthly	Quarterly Annu	ally Advance
Prev	iew an		eption: mber			F	Advanced S	etup Mon 🗸 Tue 🗌	Wed Thu	Fri Sat
Sun	Mon	Tue	Wed		Fri	Sat		Second	Third Four	0
1 8 15 22 29	2 9 16 23 30	3 10 • • 17 24	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	<ul> <li>January</li> <li>February</li> <li>March</li> <li>April</li> </ul>	<ul> <li>✓ May</li> <li>✓ June</li> <li>July</li> <li>✓ August</li> </ul>	<ul> <li>September</li> <li>October</li> <li>November</li> <li>December</li> </ul>	All Months No Months
(0	Click a lay to	6	) Def 3 Add	led	Re	set	Ending			
cha	ange it	:)   €	3 Skip	oped			Never	On this		<

The settings under the Advanced tab should be used only when the date requirements are more unique than weekly, daily, monthly, etc. If you are setting up an event that is to meet once a month with no more specificity, set it up on the Monthly tab.

#### **Changing a Recurring Event**

Changing a recurring event in CDM+ has multiple options for the way it handles the changes upon saving.

If you select an occurrence of an existing recurring event from the schedule and change it, when you click Save the window at right will open. You must choose one of the 3 options shown:.

Recurring Events Which events would you like to change?											
Cancel	All Events	This And All Future Events	This Event Only								

All Events, This and All Future Events, or This Event Only

If you select **All Events**, CDM+ Roommate will save this change to the original event and update the preview calendar. It will delete all existing occurrences of the event and create new occurrences within the defined range.

If you select **This Event Only**, the program will create a new event for the specific day you selected and changed, and it will keep all other occurrences of the event with the original event settings.

If you select **This Event and All Future Events**, CDM+ will change the end date of the original event to the last occurrence prior to the date you selected and changed. Any occurrence of the event set for the date you changed and all occurrences after that date will be deleted. Roommate will then recalculate occurrences of the event for the date you changed and future dates based on the settings you saved.

#### **Deleting a Recurring Event**

Likewise, deleting a recurring event in CDM+ has the same multiple options.

	Recurring Events												
⚠	Which events v	vould you like t	o delete?										
	Cancel	All Events	This And All Future Events	This Event Only									

When you double-click open an occurrence of an existing recurring event from the schedule and click Delete, the window at left will open. You must choose one of the 3 options shown:

- All Events deletes all existing occurrences of the event.
- **This and All Future Events** deletes the occurrence you opened and all occurrences after that date will be deleted. Previous occurrences will remain on the schedule.
- **This Event Only** deletes only that specific occurrence of the event you opened. All other occurrences of the event will remain on the schedule.

## **Roommate Reports**

Directories of Rooms, Contacts, and Resources and Event Schedules in a number of different formats

#### **Monthly Calendar Report**

#### ► Reports ► Roommate Reports ► Monthly Calendar

😑 🌒 Monthi	y Calendar										Print	E Page	PDF Screen	n R
Expand	Standard Search		Advanced Search											
Expand	Dates	View					September	2024 Gener	al Calendar					
Search	From: Sep 1 2024	View:	Show All	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Room Le	gend: Pastor's Of	11	
	to Sep 30 2024	Rooms:	All	-8:30 AM:	: Labor Day	-6:30 PM:	-11:00 AM:	3	-7:00 PM: AA	-9:30 AM:	Asst Pa	stor's Offi		
OPTIONS	to Sep 30 2024			Worship -11:00 AM:		Children's Choir Practice	Prayer Circle -7:00 PM:		Mtg	Flower Guild		Marlow P	arlor	
Report	Limit to events with conflicts	Departments:	All 🧹	Worship -7:00 PM: Jr Hi		-7:00 PM: Membership	Kingdom Kids				Fellowsh Choir Ro			
				Youth Grp	0	Class 10	11	12	13	14	Classroo	om 2 with Room		
Format				-8:30 AM: Worship	-1:00 PM: Special Music	-9:00 AM: Staff	-11:00 AM: Prayer Circle	-1:00 PM: Esther Circle	-7:00 PM: AA	-9:30 AM: Florent Guild		uth Room		
				-11:00 AM:	Practice	Mtg -1:00 PM:	-7:00 PM:	Esther Circle	Mtg	Flower Guild	{HOL} H			
Page Setup				Worship -7:00 PM: Jr Hi	-3:30 PM: Piano Lessons	Books & Beliefs -6:30 PM:	Kingdom Kids				Sanctua	ry		
				Youth Grp 15	-7:00 PM: GS	Children's Choir	18	19	20	21				
Logo				-8:30 AM: Worship	-3:30 PM: Piano Lessons	-6:30 PM: Children's Choir	-11:00 AM: Prayer Circle		-7:00 PM: AA Mtg	-9:30 AM: Flower Guild	1			
SETUP				-11:00 AM:	-7:00 PM: GS	Practice	-7:00 PM:		Mtg	Plower Gald				
1				Worship -7:00 PM: Jr Hi	Troop #1498	-7:00 PM: Membership	Kingdom Kids							
Load/Save				Youth Grp -7:00 PM: Sr Hi		Class								
Defaults				22 -8:30 AM:	23 -3:30 PM: Piano	24 -6:30 PM:	25 -11:00 AM:	26 -6:30 PM: BSA	27 -7:00 PM: AA	28 -9:00 AM:	•			
Delauits				Worship	Lessons	Children's Choir	Prayer Circle	Troop #23	Mtg	Meeting				
				-11:00 AM: Worship	-7:00 PM: GS Troop #1498	Practice -7:00 PM:	-7:00 PM: Kingdom Kids			-9:30 AM: Flower Guild				
				-7:00 PM: Jr Hi Youth Grp		Membership Class				-10:00 AM: Norton/Smith				
				-7:00 PM: Sr Hi 29	20		10	2		Wedding				
				-8:30 AM:	-3:30 PM: Piano		2	3		5	1			
				Worship -11:00 AM:	-7:00 PM: GS									
				Worship -7:00 PM: Jr Hi	Troop #1498									
				Youth Grp -7:00 PM: Sr Hi										
					26 2024 at 12:16	M by Alex Clay							Page 1	
0.1													0	
Collapse				₽ 🗉									Q Zoom to	default

#### Page formatting options are found on the Report tab:

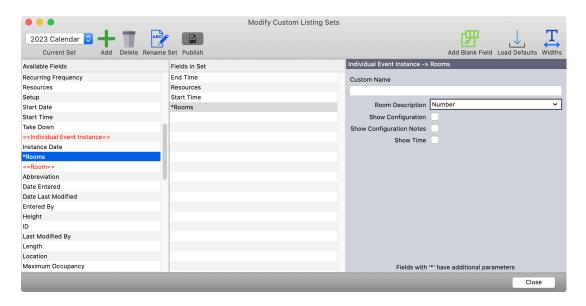
•••	Monthly Calendar		
	F	le l	
Print Page PDF Scr	reen	Refre	sh
7	Calendar Options	Calendar Colors	_
Expand	Include Event Graphics	Week Header	
	Colorize events by room	Day in month	
Search	Display room legend	Day out of month	
OPTIONS	Feature Events Select Events to Feature	Borders	
	Include notes section		
Report	Enter notes here	Text Colors and Options	
		Day in Month	
Format		Day out of Month	
		Day of Week Names	
Page Setup	Percentage of calendar width to use for notes, legend, features: 20 %	Events, Notes, etc.	

Click the **Search** tab to select the date range and which rooms and departments will be shown:

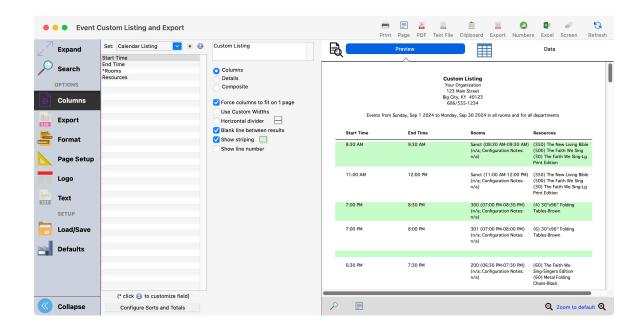
🔴 🔴 🌒 Monthly	y Calendar						
Expand	Stand	lard Search		Advanced Se	arch		
	Dates		View				
Search	From: Sep 1 20	24	View:	Show All	~		
OPTIONS	to Sep 30 2	024	Rooms:	All	4		
Report	Limit to events	with conflicts	Departments:	All	4		
Format							
Page Setup							

#### **Event Custom Listing and Export Report**

#### ▶ Reports ▶ Roommate Reports ▶ Listings and Exports ▶ Event Custom Listing and Export



		Configure Sorts
Sort by:	Start Date	🗾 🗸 Ascending 📄 Descending 📄 Subtotal 📄 New Pag
then by:	Resources	Ascending Descending Subtotal New Page
then by:	None	✓ 💽 Ascending 🗌 Descending 📄 Subtotal 🗌 New Pag
then by:	None ==Event==	Ascending Descending Subtotal New Page
then by:	Contacts Date Entered	Ascending Descending Subtotal New Page
then by:	Date Last Modified	Ascending Descending Subtotal New Page
then by:	Departments Details	Ascending Descending Subtotal New Par
then by:	End Date End Time	Ascending Descending Subtotal New Page
then by:	Entered By Estimated Occupancy Event Description Event Notes	Ascending Descending Subtotal New Parel
	Event is Day-Long Fee Charged	Cancel Save



#### **Resources Reports**

#### ▶ Reports ▶ Roommate Reports ▶ Listings and Exports ▶ Resources Custom Listing and Export

•	•		Resources Custom I	Listing and Export	
Print	PDF	t File Clipboard Export Numbers Excel	Screen		Refresh
7	1	Standard Search	Advanced Search	Preview	Data
${\bf k}$	Expand	Select resource types: All None	Limit by purchase date:	Preview	Data
	Search	AV Equipment	Sep 1 2021 🐟 to Sep 30 2021 🐟		
/	Search	Bibles	Limit by purchase price:	Inventory For Resources	
	OPTIONS	Chairs	to	First Church	
A	0.1	Dishes, etc.	<ul> <li>Limit by current price:</li> </ul>	123 Main Street Big City, KY 40123	
٢	Columns	Hymnals	5.00 to 15.00	606/555-1234	
	Export	✓ Tables		Resource Type Description Quantity Purchase Price	
CSV	-			Chairs Metal Folding Chairs-Beige 500 12.95	
	<sup>®</sup> Format				
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TXT	Text				
	SETUP				
	Load/Save				
	Defaults				
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## Web Ministry Tools – Basic Toolkit Tools Using Roommate

Calendars created in Roommate are easily published and automatically updated on your church's website using Web Ministry Tools Basic Toolkit.

#### **Calendar Tool in WMT**

The Calendar Tool can show events in a monthly or weekly view. When you edit your event using Roommate, the changes you make automatically appear on your website in the published tool.

In the Calendar tool, changes to events made in CDM+ Roommate appear automatically on your website. However, if you add a department or room in Roommate, you must go into Tool Options and select the new department or room before the events in it will show up.

			<b>~</b>	ugust 2		•		
Sun		Mon	Tue	Wed		Thu	Fri	Sat
3:30a Worship 11a Worship	28	29 3:30p Piano Lessons 7p GS Troop #1498	30 6:30p Children's Choir P 7p Membership Class	7p Kingdom Kids	31	1	2 7p AA Mtg	9:30a Flower Guild
3:30a Worship I1a Worship	4	5 3:30p Piano Lessons 7p GS Troop #1498	5 6 6:30p Children's Choir P 7p Membership Class		7	8	S 7p AA Mtg	9:30a Flower Guild
3:30a Worship 11a Worship	11	12 3:30p Piano Lessons 7p GS Troop #1498	2 13 9a Staff Mtg 6:30p Children's Choir P 7p Membership Class	7p Kingdom Kids	14	15	16 7p AA Mtg	9:30a Flower Guild
3:30a Worship 11a Worship	18	15 3:30p Piano Lessons 7p GS Troop #1498	9 20 6:30p Children's Choir P 7p Membership Class	7p Kingdom Kids	21	22	23 7p AA Mtg	9:30a Flower Guild
3:30a Worship 11a Worship	25	26 3:30p Piano Lessons 7p GS Troop #1498	5 27 6:30p Children's Choir P 7p Membership Class	7p Kingdom Kids	28	29	30 7p AA Mtg	9:30a Flower Guild
3:30a Worship 11a Worship 7p Sr Hi Youth Grp	1	Labor Day	3 6:30p Children's Choir P 7p Membership Class	11a Prayer Circle 7p Kingdom Kids	4	5	e 7p AA Mtg	9:30a Flower Guild

## Weekly View

month	week day		< > toda				
	Sun 9/22	Mon 9/23	Tue 9/24	Wed 9/25	Thu 9/26	Fri 9/27	Sat 9/28
all-day							
6am							
7am							
8am							
9am	8:30 - 9:30 Worship						9:00 - 5:00 Meeting 9:30 - 11:30
10am							Guild 10:00 - Norto Wedd
11am	11:00 - 12:00 Worship			11:00 - 12:00 Prayer Circle			
12pm							
1pm							
2pm							
3pm		3:30 - 6:30					
4pm		Piano Lessons					
5pm							
6pm			6:30 - 7:30		6:30 - 8:00		
7pm	7:00 - 8:30 7:00 - 8:00 Sr Hi Youth @r/Hi Youth Grp	7:00 - 8:00 GS Troop #1498	Children's Choir 7:00 - 8:30	7:00 - 8:00 Kingdom Kids	BSA Troop #23	7:00 - 9:00 AA Mtg	
8pm	orp						

Click an event to view more details. Add notes for view online using the Details field on Event information.

## **Daily View**

month week day	September 9, 2024	< > today
	Monday	
1p - 9p Special Music Practice 3:30p - 6:30p Piano Lessons 7p - 8p GS Troop #1498		