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
inction Codes Croups Croups	Program Address All Contribution Event Registration Groups Individual Item Category Moormate Shipping Category Visitation/Pastoral Visitor	Roommate Code Types Departments Resource Types Room Configurations	Resource Types Codes X AV Equipment X Bibles X Chairs X Dishes, etc. X Hymnals X Tables	Details for AV Equipment Leader(s) Location Area 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
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 Recor	rds		m : Configurations : Resources : Connections :
SHOW	Room Description	^ Location	Number		Check appropriate configurations for this room:
I	Asst Pastor's Office	Main Bldg Flr 1	102		Configuration: Notes: Banquet
	Choir Room	Main Bldg Flr 2	200		Max. Occupancy: 150
	CL 1 Bus	Garage	BUS		Classroom
	Classroom 1	Christian Life Bldg Flr 2	205		Max: Occupancy: 200
	Classroom 2	Christian Life Bldg Flr 2	207		Reception
ches	Classroom 3	Christian Life Bldg Flr 2	209		Max. Occupancy: 350
	Conference Room	Main Bldg Flr 1	103		Max. Occupanty, 300
	Econoline Van 1	Garage	VAN1		
orts	Econoline Van 2	Garage	VAN2		
0	Fellowship Hall	Christian Life Bldg Flr 1	106		
	Greeters				Datail view of Conferentians tak
d ılti-Add	🔚 Fellowship Hall			28 Results	Detail view of Configurations tab
hange					
2	Description: Fellowsh Location: Christiar Width: 0.00 Height: 0.00 Length: 0.00	Life Bldg Fir 1	Room Number: 106 Abbreviation: Color (click to change): estock food and utensil supplies once a month. Make sur e on and thermostat adjusted an hour before first service	e lights J,	

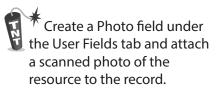
Resources

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	^		Quan	tity	Resource Type	
* /	All	Hi-Back Mgr Chair - Green				1	Chairs	
		Leather Exec. Chair - Brown				1	Chairs	
0	None	Metal Folding Chairs-Beige				500	Chairs	
<u>,</u> Р	Find	Metal Folding Chairs-Black				60	Chairs	
	Searches	Padded Stack Chairs-Green				60	Chairs	
Q S	searches	Plastic Stack Child Chair - Red					Chairs	
0	Grid	Plastic Stack Child Chair-Blue					Chairs	
- F	Reports	Platter - 12" Dia. Glass				12	Dishes, etc.	
	DO	Ketal Folding Chairs-Beige						31 Resu
		1 : Resource : Default Location	ons ; U	lser Fields	: Connections	:		
+ 1	Add	-						
Đ١	Multi-Add							
<i>»</i> (Change							
	-							
	Delete							
	-	Description:	Metal Foldin	ng Chairs-E	eige			
	-	Description: Quantity:		-	ieige umable			
	-		500	-			~	
	-	Quantity: Resource Type:	500 Chairs	-				
	-	Quantity:	500 Chairs	Cons	umable Purchase Price:		12.95	
	-	Quantity: Resource Type:	500 Chairs	Cons	umable			
	-	Quantity: Resource Type: Date Purchased:	500 Chairs	Cons	umable Purchase Price:		12.95	
	-	Quantity: Resource Type:	500 Chairs	Cons	umable Purchase Price:		12.95	
	-	Quantity: Resource Type: Date Purchased:	500 Chairs	Cons	umable Purchase Price:		12.95	
	-	Quantity: Resource Type: Date Purchased:	500 Chairs	Cons	umable Purchase Price:		12.95	
Π.	Delete	Quantity: Resource Type: Date Purchased:	500 Chairs	Cons	umable Purchase Price:		12.95	
T (-	Quantity: Resource Type: Date Purchased:	500 Chairs	Cons	umable Purchase Price:		12.95	



Default Locations

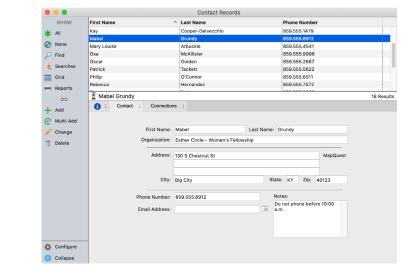
Specify the "normal" or "base" location for the selected resource. Multiple default locations can be tracked for a resource, so a group of 500 chairs could be split across multiple rooms. Check the "AA" box to Auto Assign the resource to scheduled Events in this room.

	ce : Default Locations : User Fields : Connections :		
	Room	Quantity	AA*
	Fellowship Hall	~ 25	
χ	Gym	~ 10	
χ	Sr Hi Youth Room	~ 5	
χ	Jr Hi Youth Room	~ 5	
χ	Conference Room	~ 5	V 🗸
	* AA = Auto-Assign this resource to events scheduled in this	room	
	Add Default Location	500 assigned of	500

Contacts

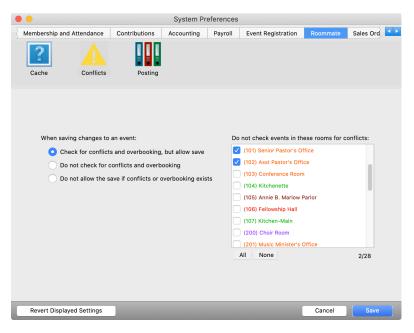
▶ Program ▶ Roommate ▶ Contact Records

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

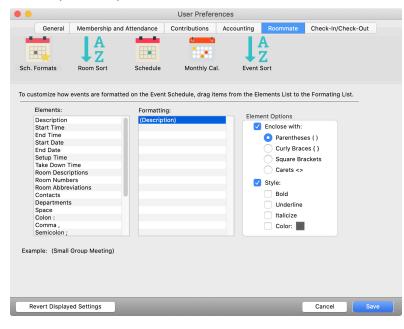


Select from three options to handle schedule conflicts.

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		

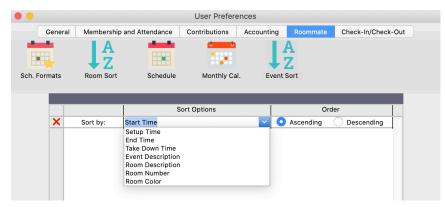
Click on the Schedule icon to select the color settings, the week schedule, and day schedule defaults

Monthly Calendar

General	Membership and	d Attendance	Contributions	Accounting	Roommate	Check-In/Check-Out
n. Formats	A Room Sort	Schedule	Monthly Cal	Event S	ort	
customize how mating List.	events are formatt	ed on the mont	hly calendar report,	drag items fror	n the Elements	List to the
Elements:		Formattin		Eleme	nt Options	
Elements: Description Start Time End Time Start Date End Date Setup Time Take Down T Room Descr Room Numb Room Abbre	iption er	Formattin Descripti		Eleme	nt Options Enclose with: Parenthese Curly Brace Square Bra Carets <>	es { }

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.

			Event So	chedule		
how All	✓ % %		Au	gust 2023		Departments: All 🔻
205 - Classroom 1	Sunday	Monday	Tuesday	Wednesday 2 +≡ 3	Thursday Friday	Saturday
Allyson Jones	30 + Worship	E 31 -	F ≡ 1 + ≡	2 + = 3	+ ≡ 4 -	+ ≡ 5 + Flower Guild
Greeters	Worship	GS Troop #1498	Membership Class		Por ling	
Joe Smith						
John Lawson						
(101) Senior Pastor's O						
(102) Asst Pastor's Off	6 +	= 7 -		9 + ≡ 10	+ = 11 -	+ ≡ 12 +
(103) Conference Roor	Worship	Piano Lessons	Staff Mtg	Kingdom Kids	AA Mtg	F = 12 T
(104) Kitchenette	Worship	GS Troop #1498	Children's Choir Pra			
(104) Kitchenette (105) Annie B. Marlow			Membership Class			
(106) Fellowship Hall						
(107) Kitchen-Main (200) Choir Room	13 +	≡ 14 -	+ ≡ 15 + ≡	16 + ≡ 17	+ ≡ 18 -	+ ≡ 19 +
(200) Choir Room	Worship	Piano Lessons	Children's Choir Pra	Kingdom Kids	AA Mtg	Flower Guild
(201) Music Minister's	Worship	GS Troop #1498	Membership Class			
(205) Classroom 1						
(206) Nursery-Infant						
(207) Classroom 2						
(208) Nursery-Prescho	20 +	≡ 21 -		23 + ≡ 24	+ = 25 -	+ = 26 +
(209) Classroom 3	Worship	Piano Lessons	Children's Choir Pra	Se Kingdom Kids	AA Mtg	Flower Guild
(300) Sr Hi Youth Roor	Worship	GS Troop #1498	Membership Class			
(301) Jr Hi Youth Room						
(BUS) CL 1 Bus						
(GYM) Gym						
(HOL) Holiday	27 +	≡ 28 -	+ ≡ 29 + ≡	30 + ≡ 31	+ = 1 -	+≡2 +
(NRM) No Room	Worship	Piano Lessons	Children's Choir Pra	🚏 Kingdom Kids	AA Mtg	Flower Guild
(Sanct) Sanctuary	Worship	GS Troop #1498	Membership Class			Property Committee
(VAN1) Econoline Van						
(VAN1) Econoline Van 1						
All None 28/28						Month Week Da
 Prev. Today Ne 	xt 🕨 August	0 11 0 2023 🗘 🛛			Find:	🎭 Find

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.

		Ev	ent Schedule				
• 🐩 🗷			August 2023			Departments: All 🔻	
Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	
8/11	+ = 8/12 -	+ ≡ 8/13	+ = 8/14	+ ≡ 8/15 + ≡	8/16 +	■ 8/17 -	+ ≡
AA Mtg	Flower Guild	Worship	Piano Lessons	Children's Choir Pra	💕 Kingdom Kids		
		Worship	GS Troop #1498	Membership Class			
				_			

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 Se	chedule)												
 • •	<u>^</u>			Tuesday, August 15th, 2023							Dep	Departments: All 🔻											
12am	1am	2am	Sam	4am	5am	6am	7am	Ram	9am	10am	11am	12nm	1nm	2nm	3nm	4nm	5nm	6nm	7nm	8nm	9nm	10nm	11n
																		l 9 F	Chi dren' Choir Practi	°			

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.



vents for: July	30	2023 🛔 🗇 🔳 🕨
Description	Start Time	End Time
Worship	8:30 AM	9:30 AM
Worship	11:00 AM	12:00 PM

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.

ew: Classrooms	✓ 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	V Weddings
(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 Info	mation: Piano Lessons
Description: Piano Lessons	Graphic:
🛅 Event 🔚 Rooms 🔀 Billing 1	Notes 🕌 Resources 🖾 Recur Event 🛕 Conflicts
Day-Long Event	0
Start: Aug 7 2023 🐟 3 🗘 : 30 🗘 PM	Setup: 3 € : 00 € PM €
End: Aug 7 2023 🗇 6 🛊 : 30 🛊 PM	Take Down: 6 🗘 : 45 🛊 PM 🌲
Contacts	Departments
Cummins, Ian	Music
	<u> </u>
	· · ·
Details:	
Revert 📋 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.

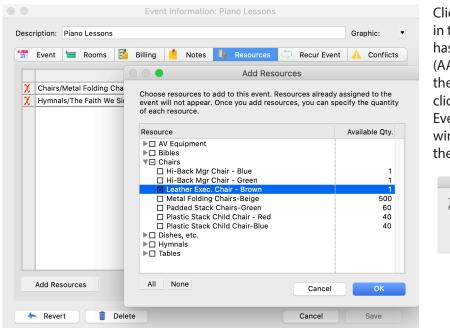
Room Selection

				n: Piano Lessor		
Description:	Piano Lessons	S				Graphic:
📅 Event	Rooms	🔁 Billing	Antes	Resources	Recur Event	
ž		Room			Configuration	1
🚶 Choir F	Room					0

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

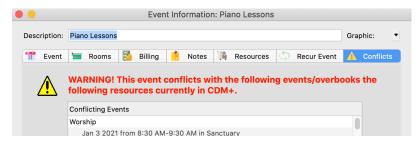


Click Add to select Resources for use in this Room. If the selected room has resources marked to Auto Assign (AA) on the Default Location tab of the Resources record, as soon as you click on the Resources tab of the Event Information window, a pop-up window will ask if you wish to assign them.

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

 Find conflicting events from:
 Aug 1 2023
 Image: Aug 31 2023
 Image: Find

 Events:
 Conflicts:

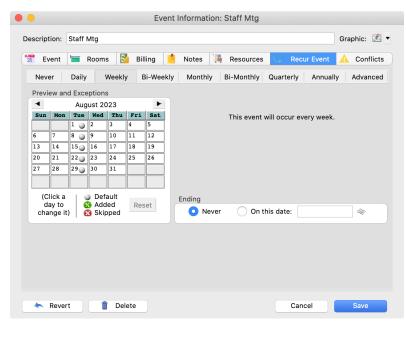
 Piano Lessons
 Piano Lessons

 Special Music Practice
 Piano Lessons

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		Daily		Weekly	/ E	Bi-Weekl		Monthly E		Quarterly Ani	nually Advance
4	ew un		just 20						on 🔽 Tue 🗌	Wed Thu	🗌 Fri 🗌 Sat
Sun	Mon	Tue	Wed		Fri	Sat		First 🗸	Second	Third Fo	ourth 🗌 Last
6	7	1	2	3	4	5		First 💟	Second		
13	14	15	16	17	18	19		January	🗸 May	🗹 Septembe	r
20	21	22	23	24	25	26		February	🗸 June	October	
27	28	29	30	31				March	July	🗸 November	All Months
								April	🗸 August	December	No Months
	lick a) Def				En	ding			
	ay to Inge it		3 Add 3 Skip		Res	set		O Never	🔿 On thi	s date:	*

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:.

Â	Which events v	Rec would you like to	urring Events	
	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.

		Rec	urring Events	
⚠	Which events	would you like to	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:

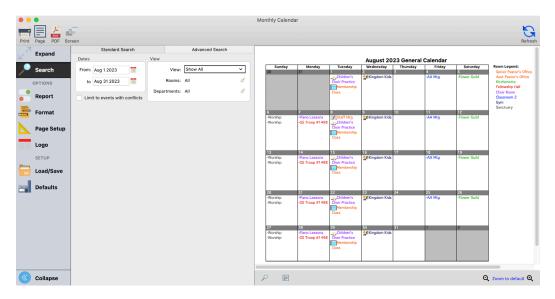
- All Events deletes all existing occurrences of the event.
- **This and All Future Events** deletes the occurrence you opened and all occurrences after that date will be deleted. Previous occurrences will remain on the schedule.
- **This Event Only** deletes only that specific occurrence of the event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



Page formatting options are found on the Report tab:

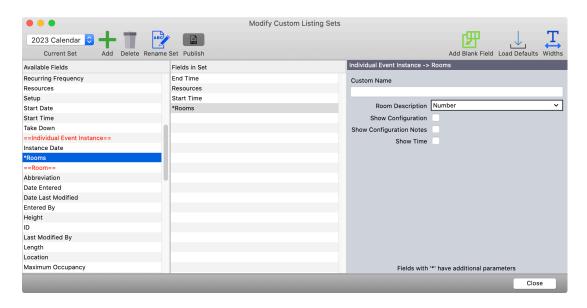
• • •	Monthly Calendar	
📑 🗐 📩 🖬	F	G
Print Page PDF Sci	reen	Refresh
	Calendar Options	Calendar Colors
Expand	Include Event Graphics	Week Header
	Colorize events by room	Day in month
Search	🗸 Display room legend	Day out of month
OPTIONS	✓ Feature Events Select Events to Fea	ature Borders
	Include notes section	Text Colors and Options
Report	Enter notes here	Day in Month
Format		Day out of Month
	Percentage of calendar width to	Day of Week Names
Page Setup	use for notes, legend, features: 20 %	Events, Notes, etc.
L rugo ootup		
Logo		

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

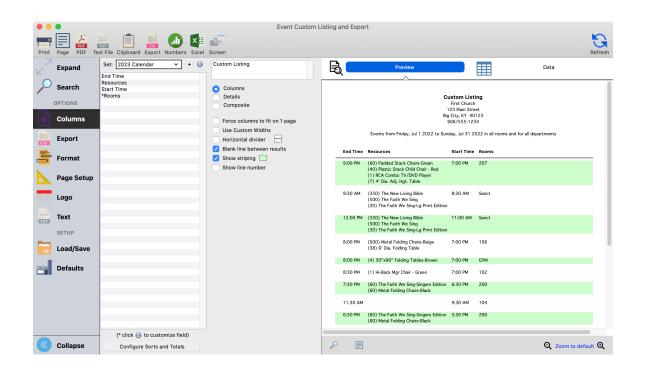
•	•		Monthly Calenda	ar			
		-					G
Print		reen					Refresh
7	Expand	Standard Se	arch		Advanced Search		
	Expand	Dates	View				
1	Search	From: Aug 1 2023		View: Sh	ow All	~	
	OPTIONS	to Aug 31 2023		Rooms: All		4	
	Report	Limit to events with a		rtments: All		4	
	Format						
	Page Setup						

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 Page
then by:	Resources	🗸 💿 Ascending 📄 Descending 📄 Subtotal 📄 New Pag
then by:	None	✓ O Ascending O Descending Subtotal New Pag
then by:	None ==Event==	Ascending Oescending Subtotal New Pag
then by:	Contacts Date Entered	Ascending Descending Subtotal New Pag
then by:	Date Last Modified	Ascending Descending Subtotal New Pag
then by:	Departments Details	🔵 Ascending 🔵 Descending 📄 Subtotal 📄 New Pag
then by:	End Date End Time	Ascending Descending Subtotal New Pag
then by:	Entered By Estimated Occupancy Event Description Event Notes	Subtotal New Pag
	Event is Day-Long Fee Charged	Cancel



Resources Reports

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

•	•		Resources Custom I	isting and Export	
Print	Page PDF Tex	t File Clipboard Export Numbers Excel	Screen		Refresh
7	1	Standard Search	Advanced Search	Preview	
${\bf k}$	Expand	Select resource types: All None	Limit by purchase date:	Preview	Data
	Search	AV Equipment	Sep 1 2021 🐟 to Sep 30 2021 🐟	A	
/~	Search	Bibles	Limit by purchase price:	Inventory For Resources	
	OPTIONS	Chairs	to	First Church	
A		Dishes, etc.	 Limit by current price: 	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	
	Format				
	Page Setup				
	Logo				
TXT	Text				
	SETUP				
	Load/Save				
	Defaults				
					0
	Collapse			▶ 🗉	\mathbf{Q} Zoom to default \mathbf{Q}

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.

month week day August 2023								
Sun	Mon	Tue	Wed		Thu	Fri	Sat	
30 3:30a Worship 11a Worship	31 3:30p Piano Lessons 7p GS Troop #1498	1 6:30p Children's Choir I 7p Membership Class	7p Kingdom Kids	2	3	4 7p AA Mtg	9:30a Flower Guild	ę
6 3:30a Worship I 1a Worship	7 3:30p Piano Lessons 7p GS Troop #1498	8 9a Staff Mtg 6:30p Children's Choir I 7p Membership Class	7p Kingdom Kids	9	10	11 7p AA Mtg	9:30a Flower Guild	12
13 :30a Worship 1a Worship	14 3:30p Piano Lessons 7p GS Troop #1498	15 6:30p Children's Choir I 7p Membership Class	7p Kingdom Kids	16	17	18 7p AA Mtg	9:30a Flower Guild	1
20 3:30a Worship	21 3:30p Piano Lessons 7p GS Troop #1498	22 6:30p Children's Choir I 7p Membership Class		23	24	25 7p AA Mtg	9:30a Flower Guild	2

Weekly View

month week day Aug 6 - 12, 2023 < > toda									
Sun 8/6	Mon 8/7	Tue 8/8	Wed 8/9	Thu 8/10	Fri 8/11	Sat 8/12			
8:30a Worship 11a Worship	3:30p Piano Lessons 7p GS Troop #1498	9a Staff Mtg 6:30p Children's Choir I 7p Membership Class	7p Kingdom Kids		7p AA Mtg	9:30a Flower Guild			

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

Daily View

Piano Lessons	х
Room:	
Location: Main Bldg Flr 2	
Description: Choir Room	
Room Number: 200	
Time:	
Start: Aug 7th 2023, 3:30 pm	
End: Aug 7th 2023, 6:30 pm	
	Close