

PARISH GUIDE

Events — How It Works

From RSVP to the door — finding, reserving, and running parish events in plain language.

A simple, step-by-step guide for parishioners and parish staff · Powered by Nave

At a glance


An **event** is anything your parish puts on the calendar that people might come to — a fish fry, a faith-formation night, a Christmas concert, a parish festival. Nave gives every event its own page, lets parishioners **RSVP** (and join a waitlist if it's full), adds it to their phone's calendar, and gives the office a live attendee list with check-in. Times are always shown in 24-hour format with your parish's timezone label (for example, **19:00 PT**), never AM/PM.




Simple by default, powerful when you need it. Every event works with no setup — a page, a date, a share link, and add-to-calendar. The extras (capacity limits with an automatic waitlist, attendance check-in, recurring series, room double-booking checks) switch on only where a parish wants them. In this guide, those extras are marked **ADVANCED**.

Two ways to browse

The Events page groups everything by month, and adds filter chips at the top — but only for filters actually in use, so the rows stay short on a phone.

 **By category**

A curated tag on each event. e.g. Liturgy, Faith Formation, Youth, Family, Social, Fundraiser, Service, Music, Prayer, Sacraments, Seasonal, Meeting.

 **By ministry**

The group hosting the event. Tap a ministry to see only its events; the link also leads to that ministry's page.

You're guided in your own language. Event titles and descriptions are multilingual. Staff write English only; Spanish and other languages your parish offers are translated automatically.

Part A • For parishioners

How to find an event, save your spot, get it onto your phone, and change your mind later — no account or app required.

USE CASE 1 • FIND AN EVENT

Who: Anyone. **Goal:** See what's coming up.

1. On the parish website, open **Events** (upcoming events are also featured on the home page).
2. Browse the list, grouped by month. Tap the **category** or **ministry** chips at the top to narrow it down — the two filters combine.
3. Tap any event to open its page: when and where, a description, who's hosting, and how many spots are left.

Result: A clear, up-to-date picture of parish life — in your language.

USE CASE 2 • RSVP TO AN EVENT

Who: Anyone. **Goal:** Let the parish know you're coming.

1. On the event (in the list or on its page), enter your **name**, how many are in your **party**, and optionally your **email**.
2. Tap **RSVP**. If the event has a capacity, you'll see how many **spots are left**.
3. If you left an email, you get a **confirmation** with the event details, an add-to-calendar link, and a private link to change or cancel later.

Result: Your spot is saved, and the office knows to expect you (and your party).

USE CASE 3 • JOIN THE WAITLIST WHEN IT'S FULL

ADVANCED

Who: Anyone, when an event has hit its capacity. **Goal:** Get in line in case a spot opens.

1. If the event is full, the form simply switches to **"Join the waitlist"** — no dead end.
2. Submit your name and party size the same way. You're added to the waitlist, oldest-first.
3. If someone cancels and your whole party fits in the freed seats, you're **moved up to "Going" automatically** (parties are never split).

Result: You keep your place in line — and may be promoted to a confirmed spot without lifting a finger.

USE CASE 4 · ADD IT TO YOUR CALENDAR

Who: Anyone. **Goal:** Make sure you don't forget.

1. On the event's page (or right on the list), tap  **Add to calendar** to drop it into Google Calendar.
2. Prefer Apple Calendar or Outlook? Tap **.ics** to download a file your calendar app opens.
3. For a repeating event, the calendar entry repeats too.

Result: The event lands on your phone, in your parish's timezone.

USE CASE 5 · CHANGE OR CANCEL YOUR RSVP

Who: Anyone who RSVP'd with an email. **Goal:** Free up your spot if plans change — no login.

1. Open the **manage link** from your confirmation email. It shows your event and whether you're **Going** or on the **Waitlist**.
2. Tap **Cancel** to give up your spot.
3. Cancelling a confirmed spot frees those seats — and may promote the next person on the waitlist.

Result: A one-tap way to keep the count honest, so the parish plans for the right number.

USE CASE 6 · GET A REMINDER & SHARE IT

Who: Anyone. **Goal:** Remember the day, and invite others.

1. If you RSVP'd with an email to a one-off event, you'll get a **reminder the day before** it starts.
2. Use the **Share** button to send the event to a friend; the link shows a rich preview with the event photo.

Result: Fewer no-shows, and an easy way to bring someone along.

Part B • For parish staff

The office creates and runs events from **Admin** → **Events**. Everything you type is in your parish's timezone, shown in 24-hour time; English content is translated to your other languages automatically.

USE CASE 7 • CREATE A ONE-OFF EVENT

Who: Parish staff. **Goal:** Put a single event on the calendar.

1. Open **Admin** → **Events** and fill in **New event:** title, start (and optional end) date/time, location, address (for directions), an optional photo, and a description.
2. Optionally set a **category** and the **hosting ministry** — these power the public filter chips.
3. Leave **Repeats** on "Does not repeat" and tap **Add event**.

Result: A polished event page, live on the home page and Events page in every language you offer.

USE CASE 8 • CREATE A RECURRING EVENT

ADVANCED

Who: Parish staff. **Goal:** Schedule something that repeats (e.g. a weekly Bible study).

1. Set the **first date/time** as usual, then choose **Repeats** → **Weekly** (same weekday) or **Monthly** (same week-of-month + weekday).
2. Optionally set a **Repeat until** date to end the series.
3. The public page shows the **next upcoming occurrence** and lists the dates after it; the add-to-calendar and .ics entries repeat automatically.

Result: One entry covers the whole series. (Recurring events don't take RSVPs — there's no single seat to reserve.)

USE CASE 9 • SET A CAPACITY (AND LET THE WAITLIST RUN ITSELF)

ADVANCED

Who: Parish staff. **Goal:** Cap attendance for a space-limited event.

1. Make sure **Allow RSVPs** is on, then enter a **Capacity** (leave it blank for unlimited).
2. Once the seats fill, new RSVPs join a **waitlist** automatically — waitlisted parties never count against capacity.
3. When a spot frees up, the **oldest waitlisted party that fits** is promoted to "Going" with no manual step.
4. Tick **Email me each RSVP** if you want a notice in your inbox every time someone signs up.

Result: The right number of people, a fair line, and no spreadsheet juggling.

USE CASE 10 · WORK THE RSVP ROSTER & EXPORT IT

ADVANCED

Who: Parish staff. **Goal:** See who's coming and hand a list to a volunteer.

1. Open the event's card to see the **RSVPs** roster: a seats-filled bar, how many are **checked in**, and how many are **on the waitlist**.
2. Each person shows their party size and email; waitlisted people are tagged.
3. Tap **Download CSV** to export the attendee list (name, party size, email, status, attendance) for printing or a sign-in desk.

Result: A live count at a glance, and a clean export when you need paper.

USE CASE 11 · CHECK PEOPLE IN AT THE DOOR

ADVANCED

Who: Parish staff or a greeter. **Goal:** Track who actually attended.

1. On each confirmed guest in the roster, tap **Here** when they arrive — or **No-show** if they didn't.
2. Tap again to clear it. The roster keeps a running **checked-in** count.
3. Attendance is included in the CSV export, so you have a record afterward.

Result: Real attendance numbers — useful for planning the next one and for follow-up.

USE CASE 12 · AVOID DOUBLE-BOOKING A ROOM

ADVANCED

Who: Parish staff. **Goal:** Make sure two events don't claim the same space.

1. When you assign a **Room** to an event and save, Nave checks that room against everything else on the calendar — including each date of a recurring series.
2. If it clashes (honoring the room's setup/teardown buffer), the event **isn't saved** and you see a banner naming the conflicting booking and time.
3. Pick another room or time and save again.

Result: No surprise overlaps — the same conflict logic that protects the parish calendar.


USE CASE 13 · CANCEL (OR DELETE) AN EVENT

Who: Parish staff. **Goal:** Call something off without leaving people in the dark.

1. Tap **Cancel event** and add an optional reason. The event stays on the public site with a **"Cancelled" notice**, and its RSVP form is hidden.
2. Everyone who RSVP'd with an email — going *and* waitlisted — is **emailed automatically**, so no one shows up for nothing.
3. Changed your mind? **Restore** it. Or use **Delete** to remove it permanently.

Result: A clean, kind cancellation — attendees are told, and the page explains itself.

Quick reference

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| Where do parishioners find events? | The parish website → Events (and the home page). Each event has its own shareable page. |
| Do I need an account to RSVP? | No. Just a name and party size; an email is optional but unlocks the confirmation, reminder, and self-service manage link. |
| What happens when an event is full? | The form switches to a waitlist . If a spot opens, the oldest waitlisted party that fits is promoted to "Going" automatically. |
| How do I change or cancel my RSVP? | Use the private manage link in your confirmation email — no login needed. |
| Can I add an event to my calendar? | Yes —  Add to calendar (Google) or the .ics download (Apple/Outlook). Recurring events repeat in your calendar too. |
| Do I get reminded? | If you RSVP'd with an email to a one-off event, you get a reminder the day before it starts. |
| How does staff see who's coming? | Admin → Events shows a live roster with party sizes, the seats-filled bar, the waitlist, and a Download CSV export. |
| Can recurring events take RSVPs? | No — a series has no single seat to reserve. RSVPs and capacity apply to one-off events only. |
| What if two events want the same room? | Nave blocks the save and shows which booking conflicts — across every date of a recurring series, with setup/teardown buffers respected. |
| What languages? | Event pages are multilingual (English / Spanish / more). Staff write English; the rest is translated automatically. |
| Why no AM/PM? | Nave always shows 24-hour times with a timezone label (e.g. 19:00 PT) so the time is never ambiguous. |

The big idea: events are how a parish gathers. Nave makes the simple things effortless — a shareable page, one-tap RSVP, add-to-calendar — and the harder things (waitlists, attendance, recurring series, room conflicts) finally manageable, all in one place.