

## ESPACE INFORMATION & INSTRUCCIONES FOR MINISTRIES – (INSTRUCCIONES)

### Ministry Leaders ;

- We are now ready for you to **Enter your Events into our Meeting Space Reservation System** – called : **eSpace. AHORA PUEDE RESERVAR SU ESPACIO**
- Below you will find the Detailed Instructions. Instrucciones detalladas....
- However **BEFORE you start entering Reservations**
  - PLEASE be sure to **review the Calendar** to determine if the date (s) / time (s) are available.
  - Por favor revisar el Calendario antes de reservar para estar seguros que las fechas y horas estan disponibles.
- You will have access to the **Calendar** and **can look at any month / any day** you wish.
  - Va tener acceso a ver el Calendario y ver por mes o dia – ahora y cuando quiera.
- Please be sure to have a **few options as alternatives** in Case your 1st Option is Not available.
  - Siempre es importante tener mas una opcion por si acaso no encuentra salon para su fecha y hora.
- As **you Enter Events :**
  - Please be sure to **start each and every EVENT NAME** with the appropriate **eSpace Ministry Name Identifier**.
    - Para Ingresar sus eventos debe comenzar con el Number del Ministerio primero y agregar el nombre del evento.
  - Please **use the Attachment**. Find **your Ministry and Look at the LAST Column** for the appropriate eSpace Identifier.
  - Enter the **eSpace Ministry Identifier followed by a dash (-)** then the **Unique Name of the Event**.
    - **Example : KofC – Fish Fry ; SVDP – Monthly Meeting ; Bible Study – Monday Night Study (Encuentro Matrimonial – Montly Meeting)**
- If you have a very specific **Date that cannot be changed** and it is **NOT available** on the Calendar.
  - **Go ahead and enter Add the Event** – is should permit you to submit it with a conflict.
  - Than **please send us an email giving us a heads-up and reasons** there is no ALT option.
  - We **can than check with the Ministry or Group** to determine if they have flexibility to Change.
  - SI TIENEN UNA FECHA MUY ESPECIFICA y no encuentran la fecha, ni la hora, ni el salon disponible y tienen otras alternativas – favor de avisarnos por CORREO ELECTRONICO lo Que necesitan – fechas y horario - # de personas y trataremos de ver opciones o avisarles que no tenemos salon disponible.
- You all will have **access to the Calendar at anytime** using the same LINK
  - Pueden ver el Calendario en cualquiere momento usando el LINK
- You can **continue to Add Events** throughout the Year as needed.
  - De ahora en adelante pueden agregar eventos de esta manera durante el ano.

Any questions or concerns you can contact the Ministry Team. We will strive to assist try to resolve conflicts for space and dates/ times. We ask your kind help to have some alternatives in mind – even if not optimal as there maybe times that certain events cannot be modified. **Preguntas enviarlas al correo de abajo.**

Email Ministry Team: [ministry\\_team@stfoafrisco.org](mailto:ministry_team@stfoafrisco.org) (Ana or Maria)= =====

## INSTRUCTION eSPACE – MINISTIRES - Instrucciones

### ONLINE eSPACE ACCESS

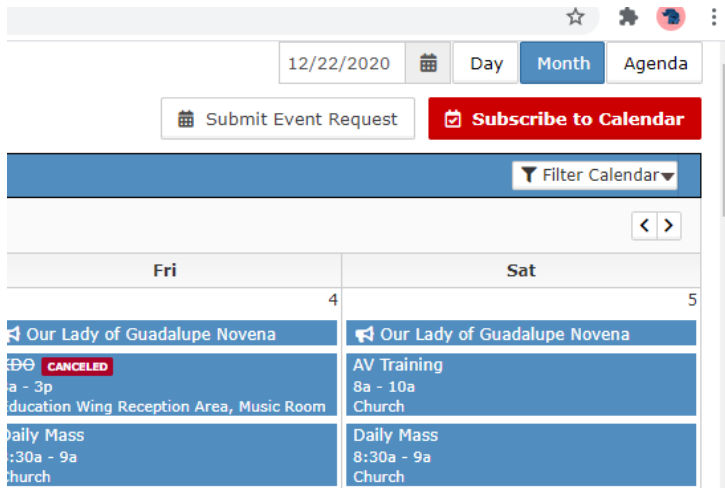
LINK : VER LINK ABAJO.....

<https://app.espace.cool/clientApi/FullMonth/14683?categories=&locationId=>

(Options – Click on the LINK or Highlight and then Cut and Paste into the Browser).

(Opciones - Hacer Click en el link or Copiar el Link al Browser)

AL ABRIR ESPACE VA A VER LO SIGUIENTE ..... VER ABAJO...



- Click on DAY to view only a specific DAY
- **SUGGEST: AGENDA to have a broader view and check various Dates**
  - AGENDA view is easier to read as MONTH view can be tough to read
  - Sugerencia escoger Opcion que dice “AGENDA” y esta manera se puede ver mejor.
- Before submitting event request Check your Dates and Times Using Agenda View of Calendar
- ANTES de reservar algo es mejor navegar el Calendario y ver las fechas y horario que desea para ver si hay disponibilidad.
  - Use **Arrows to move day by day (usar flechas para mover de dia a dia)**
  - OR click on **Calendar Icon for specific date**
  - Review MEETING ROOMS already Reserved and the respective Times.
    - If already Reserved – PICK & CHECK Alternate date
  - Once you **determine day / time have availability**
    - Proceed to CLICK on - **SUBMIT EVENT Request Box at the Top**

CUANDO ESTE LISTO PARA INGRESAR SU RESERVACION – HACER CLIK EN EL BOTON QUE DICE: **SUBMIT EVENT**

## BELOW – SAMPLE OF AGENDA VIEW - EJEMPLO SI ESCOJE “AGENDA”

Date	Time	Event
01 Thursday April 2021	12:00 AM-11:55 PM	Louann Laptop #1 (Angel Valdivia)
	all day	Holy Thursday
	all day	Patrick Center Closure
	all day	Closure to the Great Hall Foyer, Great Hall A - West, Great Hall B - Center, Great Hall C - East
	9:00 AM-11:00 PM	Endow - Open-Open Office Reservoir 1 in 1 Office
	8:30 AM-9:00 AM	Daily Mass St. Clare Chapel
	8:30 AM-9:00 AM	Daily Mass Church
	8:30 AM-9:30 AM	Blissing of Easter Baskets <b>CANCELLED</b>
	8:30 AM-10:30 AM	NETA - Recalling Open the Word <b>CANCELLED</b>

- **Clicking on - SUBMIT EVENT WILL OPEN UP A NEW WINDOW:** See below
  - **Hacer Click en Submit Event** – abre el formulario “Room Request Form”

Room Request Form

First Name

Last Name

E-mail

Phone

Event Name

Event Description

Event Date

Begin Setup

Start Time

End Time

End Teardown

- Fill out **all Items requested in the Room Reservation Form:** (Llenar lo que pide comenzando con CONTACTO)
  - **Start with First Name and Last Name** (of the Person Requesting the Room Request)
    - **Primer nombre y apellido**
  - **NextEmail and Phone** (of the Person Requesting the Room Request) Email y Telefono

### Event Name Field: IMPORTANT

- Must Start with the **Correct MINISTRY NAME** (Siempre comenzar con el Nombre del Ministerio)
  - Please [see Attached excel file](#) with **eSpace Identifier**.
  - Use info on **Last Column** for the **Respective Ministry**
  - **Event Name Must start with Ministry Name** – as listed on eSpace Identifier
- Followed **by dash (-)** and **Unique Name of the Event**
  - **Example:** Boy Scouts – Monthly Large Group Mtg
  - **Example 2:** SVDP – Bingo

## Event Description:

- Brief **additional information if needed** (either to describe event further or indicate person in charge or clarify if taking place for limited time or extended time or large room needed for a particular reason, etc.)
  - **Example:** Pinewood Derby GH due to Track & Audience
  - **Ejemplo:** Algo sobre el evento – (reunión mensual, etc.)

## Event Date: (FECHA)

- **Click inside the Field** and **Brings Up Calendar** – Choose and Click Date (Click el Calendario)
  - If **multiple dates** – it should be the **first Date when event takes place**.
    - Si son varias fechas – ingresar la primera fecha – cuando empieza el evento.
  - In another Field You will enter the other Dates (Para otras fechas van a ingresar eso mas abajo)
  - NO es necesario crear NUEVOS eventos para Fechas Múltiples.

## Begin Setup: (NO ES NECESARIO ESTO – DEJENLO SIN HORA)

- **Click inside the Field** and Brings Up Times in **15-minute increments**.
- **NOTE: Set-up time** – is the time **PRIOR to Start of Event**.
  - **Generally rule of thumb for set-up, 15 – 30 minutes** for most meetings. However large events may require longer set-up times.
  - **Please be sure to be aware** of Other **Reservations PRIOR** to your own as this will impact set-up time and can create conflicts.
- **Click to SELECT** the TIME from the **Lookup LIST**

## Start Time & End Time (este es importante – hora que comienza y hora que termina el evento)

- These are **2 Distinct Fields**.
- **Click Inside each Field** and Brings Up **Lookup List** with Times in **15-minute increments**.
- These would be **Actual Times** for the event to **Start and End**

## End Teardown (ESTE no es necesario – dejarlo sin horario.)

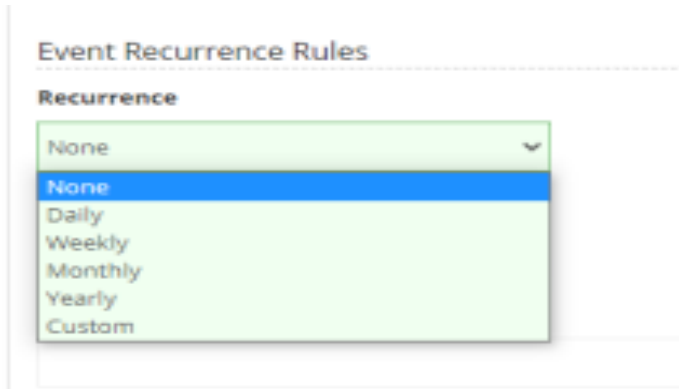
- **Click inside the Field** and Brings Up Calendar – Choose and Click Date
- **Note: Teardown is AFTER event ends**.
  - **Generally teardown, 15 – 30 minutes** for most meetings – large events may require longer teardown times.
  - **Please be aware** of Other **Reservations AFTER** your own as this will impact teardown time and can cause conflicts.

## Event Recurrence Rules (ESTE ES IMPORTANTE – ES PARA VARIAS FECHAS)

- This area is a **Look-up List** – **Click on the Arrow** and it will **show the Options**. (esto le da una lista – escoja **CUSTOM**).

**POR FAVOR SOLAMENTE USAR LA OPCION QUE DICE “CUSTOM”** no use las otras – todos se confunden.

- **Highly Recommend:** Chose **CUSTOM Option – Opens up a Calendar** – where you can **click on the specific dates** you want to include.
  - **Esta opcion abre un CALENDARIO**
  - **Custom is the easiest way** to select the dates you wish to include & you visually have full control.
- **See Below Sample Screen Shots (ver ejemplos)**



BELOW IS SAMPLE OF CUSTOM OPTION – WITH CALENDAR OPEN (ABRE EL CALENDARIO)

Aqui puede escoger todas las fechas.....

Recurrence

Custom

Recurrence dates:

06/24/2021 ✖

May 2021							June 2021							July 2021							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
						1	1	2	3	4	5							1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30					25	26	27	28	29	30	31
30	31																				

September 2021      October 2021      November 2021

**Public (no ponga nada esta opción)**

- Leave this BOX empty – **do not use.**

**Category – Categoria...**

- [Click](#) this option; **Opens a Look-up List. (es una lista)**
- Generally, **Ministries** would be selecting either ([Spiritual](#), [Outreach](#) or [Community Life](#) – or [Parish Wide Events](#) or **both**). ENCuentro Matrimonial ES “OUTREACH”
  - **Please see Attached excel file Arranged by Category – with Ministries listed** under Correct Category.
  - Please **use Category** Under which **your Ministry is listed.**
  - [SEE BELOW CUT AND PASTE](#)

Category \*

Community Life  
English Faith Formation  
Evangelization  
Holidays  
Internal Meetings  
KDO

**Number of People - # TOTAL DE PERSONAS**

- Please **indicate the TOTAL # of people** that will be attending the Event.
- This is a **required field** and very important as it **affects** the selection of the **Meeting Space**.

**Ministry Name – Nombre del ministerio**

- Enter the Complete Ministry Name

**Do you need the Nursery? - Necesitan guarderia – los sabados no opera – tendrían que pagar.**

- Click on either [Yes or No box](#)
- And be sure to **follow the instructions noted**.
- **SEE BELOW CUT AND PASTE**

Do you need the nursery ? \*

Yes  
 No

If yes, on the next page select nursery at resources and complete the required form.

**Are you planning on inviting a guest speaker? Van a inviter un orador?**

- Click on either [Yes or No box](#)
- And be sure to **follow the instructions noted**.
- **SEE BELOW CUT AND PASTE**

Are you planning on inviting a guest speaker ? \*

Yes  
 No

If yes, on the next page select guest speaker at resources and complete the required form

**Is this event new at St. Francis? Es un evento nuevo para St. Francis?**

- Click on either Yes or No Box.
- YES, only if this is a [Brand-New Event](#) – never done at St. Francis.
- **NO Need to submit LIST of Volunteers.**

**Are Minors invited or volunteering for your event? Van a inviter menores de edad?**

- Click on either [Yes or No box](#)

### (The next statement below)

**I accept that on the next page, I need to provide additional information about nursery request, kitchen usage, and potential speakers, nursery request, and kitchen usage.**

- Be sure to **CLICK YES** (required) - **CLICK YES.....**

### **Real Person Verification - Aqui ingresar el código indicado**

- Be sure to **enter the code** on the box provided.

### **THEN CLICK NEXT BUTTON – HACER CLICK EN NEXT.....**

- It will take you to **another Window** – and this shows all the **GENERAL INFORMATION** you already entered.
  - Lo LLEVA A OTRA VENTANA – DICE GENERAL INFORMATION ... REVISAR LO QUE INGRESO...
- Review this information carefully, and if need to make a change use **the EDIT GENERAL INFORMATION - BUTTON** on the **TOP RIGHT SIDE**
- If General Information is correct – move **downward to SPACES. LUEGO baje a la sección “ SPACES”**

### **Spaces**

- In this area you **will select the Meeting Space** (Meeting Room)
  - Aqui va seleccionar el SALON.....
- Note please pay **close attention** as **each Meeting Space shows Maximum Capacity**.
  - The **Maximum capacity** will be listed next to the Meeting Room.
  - FAVOR de seleccionar el Salón según el # de personas. Lo dice junto al salón el MAXIMO.
- Please be sure to select the **SPACE that will accommodate the total # of people** attending your event.
  - When we **review your submission**, we will check for Maximum Capacity & we may need to change your Meeting Space Selection.

**Please note** as you work with **Selecting Spaces** if there **is a CONFLICT** with the space selected it will indicate that there is a Conflict

**Al seleccionar el salon si existe un conflicto porque esta reservado por otro ministerio – le va avisar.**

- **CONFLICT** means that the space is **already RESERVED & APPROVED** in eSpace by another Group or Ministry.

**DECISIONS TO MAKE AT THIS POINT? Si tiene conflict necesita escoger otro salón – o otra hora o otra fecha.**

- If there are **NO Alternate Spaces** for the **Date and Time Selected** that will accommodate the Size of your Group - you may need to **change the DATE or TIME or BOTH.**
- If this is **Absolutely the ONLY Day or the ONLY Time** that this event or meeting can take place – then proceed to finish and submit with Conflict showing.
  - Please **send us an email letting us know of the conflict** and some additional information as to why this is the only option. This will help us provide context with group or ministry to see if there is any flexibility to change.

### **Services – Servicios... Guarderia o Cocina o Orador**

- Here is where you select: **Guest Speaker, Kitchen or Nursery** (If Needed)
- When you select any of the above Options – it will prompt you to **fill-out a FORM** before proceeding.

### **Schedule Setup – NO SELECCIONE NADA AQUI**

- **Click on the GREEN button** on the Right to enter information **on NOTE.**
- There are **no uploaded configurations** – so nothing to select there.

Schedule Setup							
Spaces							
Name	Required Form?	Configuration Image	Configuration	Note	Resource/Services	Docs	
Organizational Workroom				3 rectangular tables and 20 chairs			

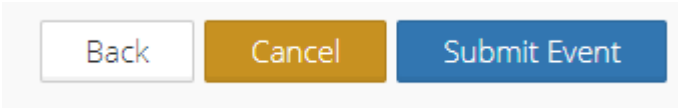
- **NOTE: if you Selected an item under Services – example KITCHEN you will also see the box (Services – see BELOW) requesting the FORM to be filled it.**
  - **SERVICES: Click the Green Button** on the Right to Open the Form and **fill out the information** requested.
  - **Para Cocina necesita llegar el “FORM” formulario**

Services							
Name	Required Form?	Configuration Image	Configuration	Note	Space	Docs	
Kitchen	<b>Form</b> ✓						

**FINALLY, to Complete the EVENT Request - Click on [SUBMIT EVENT Button](#)**

**PARA RESERVAR y TERMINAR – hacer click en botón – “SUBMIT EVENT”**

- **Back button** takes you back to previous screen. Lo lleva atras
- **Cancel** – cancels the entire event request. Este Cancela todo lo ingresado
- **Submit Event** – Submits Event – Esto envia la reservación a nosotros



**THINGS TO REMEMBER:**

Please note as you [work with Submit Event Request](#) and [Selecting Spaces](#) if there [is a CONFLICT](#) with the space selected it will [indicate that there is a Conflict](#) – until you select a different SPACE / Date or Time. Nuevamente los conflictos son porque el salon no esta disponible para la fecha o horario.

- [CONFLICT](#) means that the space is **already RESERVED** in eSpace by another Group or Ministry.
- If there are **no Alternate Spaces** for the [Date and Time Selected](#) that will accommodate the Size of your Group - you may instead need to [change the DATE or TIME or BOTH. Or Submit with Conflict & Email Ministry Team.](#)

From now on [you will be able to access and VIEW the calendar](#) of events at anytime using the **same link** noted at the start of the instructions.

- You can **locate your event or view** what is taking place in the **Parish Center or Sacred Spaces.**

To [cancel events or make changes](#) you will need to **contact the Ministry Team** via email. Para cancelar or hacer cambio a reservaciones nos tienen que avisar por email.



## NEXT STEPS AFTER SUBMISSION OF EVENT:

Once **Ministry Team reviews the EVENT Submission** and either makes necessary changes or **approves it**.

- We will send you a **CONFIRMATION EMAIL**. **Al recibir la reservacion le avisaremos por email con una confirmación.**
- **Only at that point is the RESERVATION CONFIRMED on eSPACE – prior to that it is only tentative.**
- If there are conflicts we will keep you informed as to what is being done to resolve or let you know if not possible to resolve.

## **Questions or Challenges: Preguntas – conectar con el equipo de Ministerios – Ana or Maria**

If you have any **questions or challenges** - feel free to reach out to **the Ministry Team**, and we are happy to help.

- Or if you have an event **that MUST take place at a particular Date / Time and SPACE is NOT Available** – please also feel free to reach out to us and we can check if there is any option or flexibility with other ministry.

**Email Ministry Team:** [ministry\\_team@stfoafrisco.org](mailto:ministry_team@stfoafrisco.org)