**About the Benefice Calendars**

* Each of the churches in our benefice is located at the heart of its community, all of which hold and advertise events, ideally without clashing.
* Traditionally, a diary has been kept in each parish but given that different groups are competing for the same time slots, diaries need to be shared.

* A free Google Calendar offers this opportunity. Each parish in the benefice has its own individual **Parish Calendar**.
* Each parish also has access to the **Benefice Social** **Calendar** by clicking on the **Social** tab on the ribbon at the top of the **Home** page on the website.

**How to include a parish event in the Calendars**

1. On the website **Home** page, click the **Calendar** tab in the ribbon across the top to see the **Benefice Social Calendar**.
2. After checking on the online calendar that nothing else clashes with your event, download the **Application Form** by clicking here.
3. Fully complete the form and save it to your computer. (Saving to your desktop makes it easy to find.)
4. Create an email to the Benefice Administrator [admin@kbhmy.co.uk](mailto:admin@kbhmy.co.uk) and attach the saved form to the email and send it to her.
5. The Administrator will then write to confirm the inclusion of your event on the relevant calendar(s).

Please note that your booking will not be considered to be confirmed until you have received written confirmation.