

## SaaS for Churches

This worksheet has been created to complement Marnie's talk show on November 12<sup>th</sup> about SaaS for churches. It will give a few examples of how the SuperSaaS online scheduling system can be used in your church. Experience at other churches has shown that the convenience of online scheduling can cause attendance to go up substantially.

This worksheet covers the following examples:

- Creating a sign up sheet for a bible study class. You can also use this to let people sign up for choir practice or any other event.
- Creating a sign up sheet for volunteers to indicate when they are able to show up. You can also use this to create a calendar where people can sign up for a consultation hour, if you have one.
- Creating a web page to book meeting rooms in your church. You can also use this to schedule any other shared resource.

To follow these examples you probably first want to create a free account at <http://www.supersaas.com>. The entire system is free to set up and try out; you don't need a subscription until you start using it in earnest and want to make more than 50 bookings.

### Sign up sheet for Bible Study Class

An online sign-up can be either for a one-off event, like a barbecue, or for a repeating event, like a weekly class. In the first case you probably just want a web page to show a simple sign-up sheet where people can put their name. In the second case you want to show a page with a calendar so people can choose specific dates before signing up.

Another choice you can make is whether you require people to create an account on the system. Setting up an account is an extra hurdle for your users but having an account will allow them to come back and change their appointment later.

To create a sign-up calendar for a class you can follow this tutorial:

[http://www.supersaas.com/tutorials/capacity\\_example](http://www.supersaas.com/tutorials/capacity_example)

This links to a tutorial for a fitness class, but it should be obvious how to change it to work for any other type of class.

The instructions in this tutorial explain how to create a sign-up sheet for a single event:

[http://www.supersaas.com/tutorials/event\\_registration\\_example](http://www.supersaas.com/tutorials/event_registration_example)

It explains how to create a sign-up for a golf tournament; it can easily be changed for any other type of event.

### Sign up calendar for Volunteers

Suppose you have an event that needs volunteers spread out over a period of time. For example, a soup kitchen that needs two people present during the time it is open for several days in a row.

A tutorial to create such a “resource” type schedule can be found here:

[http://www.supersaas.com/tutorials/resource\\_example](http://www.supersaas.com/tutorials/resource_example)

The tutorial explains the setup of a schedule for a therapist to schedule clients, but you can just replace therapist with “soup kitchen” and client with “volunteer”.

Do you have a fixed time during the week when people can come to see you? The same schedule can be used for that. One additional trick is that if you happen to use Google Calendar for your personal agenda, then the system can cross out all times that are already occupied in your own calendar, so you don’t have to keep the two in sync yourself.

### **Online Schedule for Meeting Rooms**

Does your church have meeting rooms that members can use for their events? Or any other type of shared resource that could use an online sign up schedule? Again this is exactly the same “resource” type schedule that you would use to schedule volunteers, only this time you replace “soup kitchen” with meeting room.

### **Further reading – Integrate it into the website of your Church**

The SuperSaaS site has several tutorials to take things a step further. For example, you can integrate a schedule into the web site of your church. You can embellish your schedules with graphics or you can add an option to take donations if that’s appropriate. More information can be found here:

<http://www.supersaas.com/tutorials>