

Ticket 4:

Customer -

Hi,

I am wanting to use the planning center calendar to create a reading schedule that all of our teams have access to. Is it possible to create an event and then invite a whole team to access that event, or does it need to be individuals?

Thanks,

Twyla Sands

Agent -

Hi Twyla,

Thank you for reaching out to us about Calendar. Currently, only administrators in Calendar have access to view or edit events. We recommend only giving Permissions in Calendar if a person needs to be creating, editing or approving events.

I recommend Sharing Your Events using an iCal Feed, Kiosk, or Widget. This will allow your team members to view the events they need to see without giving them permissions in Calendar.

Thank you,

Stevie Budd

Customer Support

[Online Documentation](#) | [Planning Center Blog](#)

Customer -

Understood, thanks so much!