

## Chapter 5: Advanced meeting topics

In the previous chapter we looked at how to create a basic meeting, add items to the order of service, add team members and send the meeting out to the team. In this chapter we're going to look at some of the more advanced things we can do with meetings.

### Adding team members in groups

We've seen how to add individual team members to a meeting. If your music team is large enough to have teams, the process of adding team members can be streamlined even further.

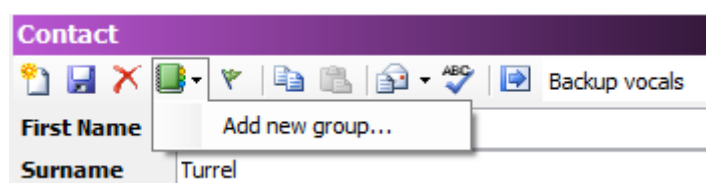
In this example, we will assume we have four music teams; two teams for Sunday morning services, and two teams for Sunday evening services. Some team members will be in two groups. Below is the makeup of each team:

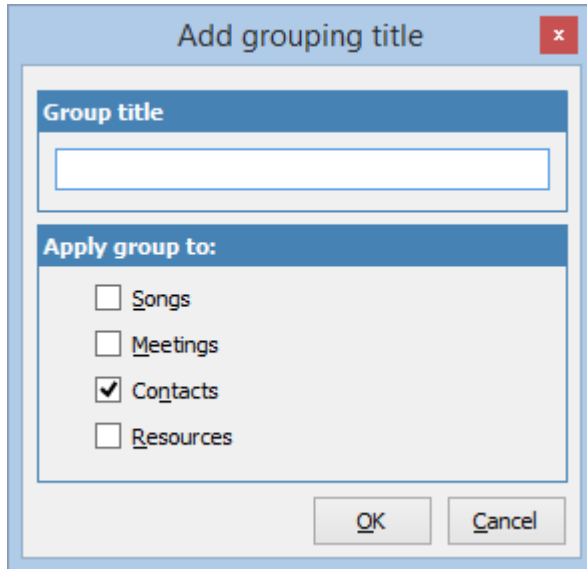
Role	Sunday Morning 1	Sunday Morning 2	Sunday Evening 1	Sunday Evening 2
<b>Electric Guitar</b>	Sam Bright		Sam Bright	Jeremy Smith
<b>Saxophone</b>		Charles Goodfellow		Charles Goodfellow
<b>Bass Guitar</b>	Graeme Collins	Kyle Mackay	Graeme Collins	Kyle Mackay
<b>Drums</b>	Brad Seaforth	Steve Richards	Steve Richards	Brad Seaforth
<b>Backup Vocals</b>	Marilyn Peterson	Tom Phillips	Harley Thomas	Alexis Turrel
<b>Acoustic Guitar</b>	Andrew Pringle	Cameron Jones	Cameron Jones	Andrew Pringle
<b>Piano</b>	Adam Collins	Nick Rogers	Adam Collins	Nick Rogers
<b>Sound desk</b>	Jacob Richards	Andrew Doncourt	Nathan Harris	Scott Greg
<b>Song leader</b>	Peter Wilson	Robyn Harris	Robyn Harris	Peter Wilson

Notice that some team members are in multiple teams. When using groups, the preferred role of the contact will be the role they have in the team.

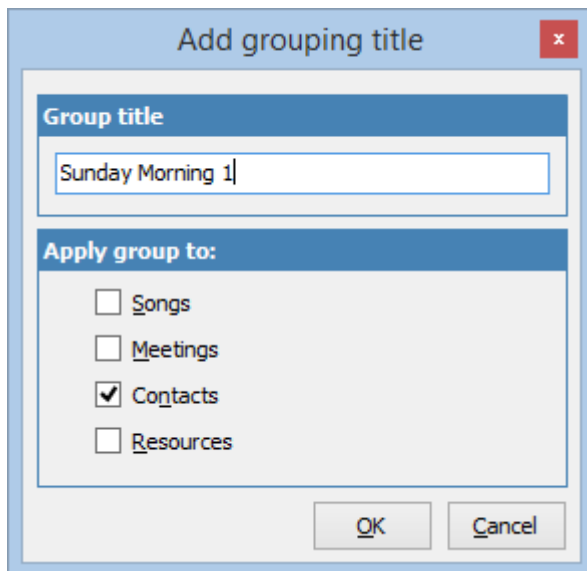
To set this up we first need to create some groups.

On the contact toolbar, click on the  icon, and select "Add new group..."

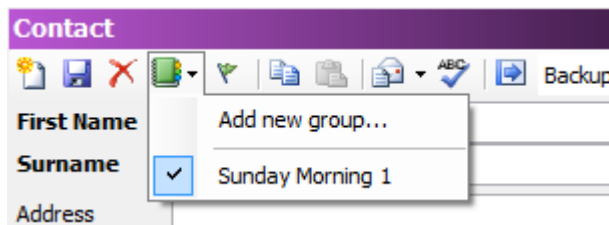




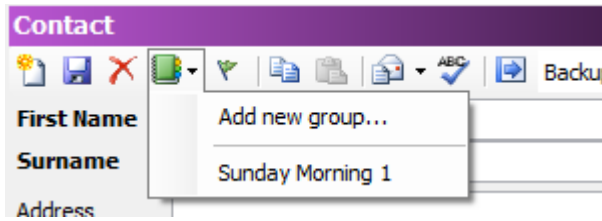
This dialog allows us to add a new contact group. Enter the title of the group and click OK.



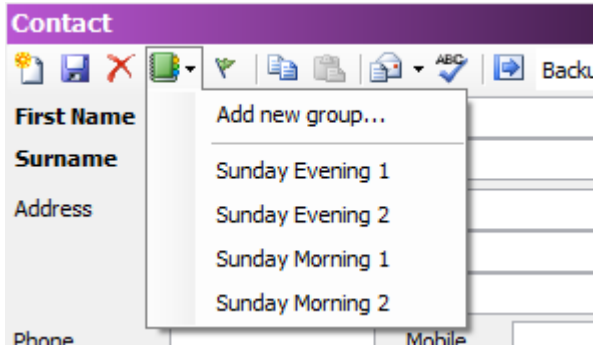
You should now see this.



By default, when you add a group from the toolbar, it will be automatically added to the currently selected contact. If that's what you want, just leave it. But, if this contact isn't in this group, simply uncheck the group to remove them.

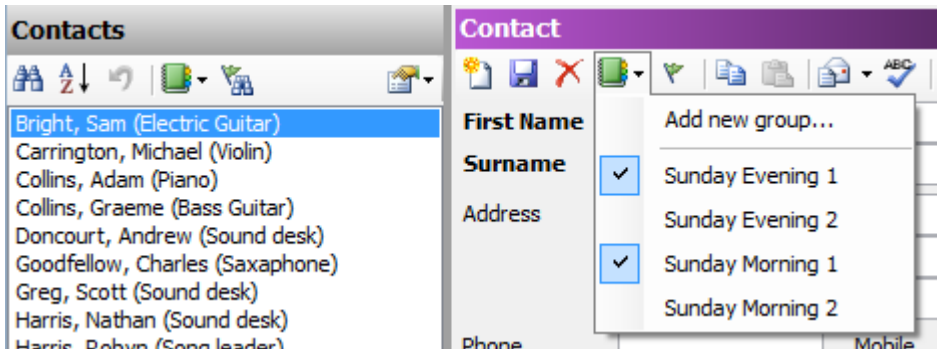


When we've finished adding groups, the list will look like this:



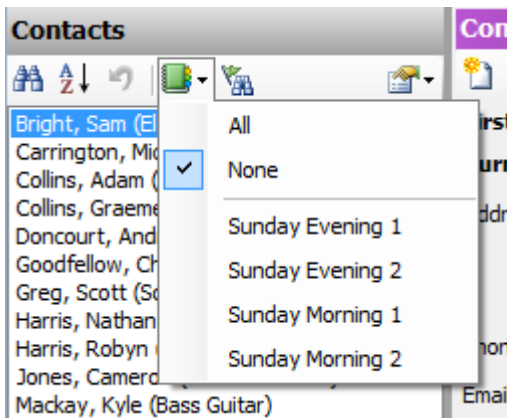
Now we can go through the process of adding team members to the different groups by selecting each contact, and checking the groups they are in.

Starting with Sam Bright, he is in Sunday Morning 1 and Sunday Evening 1.

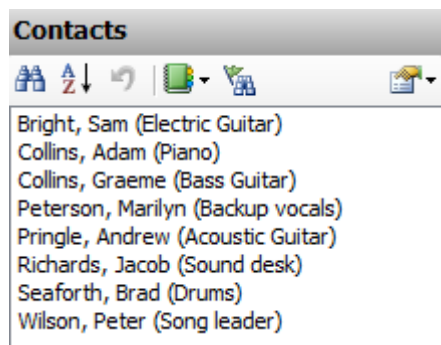


We continue to add all the team members to their respective groups.

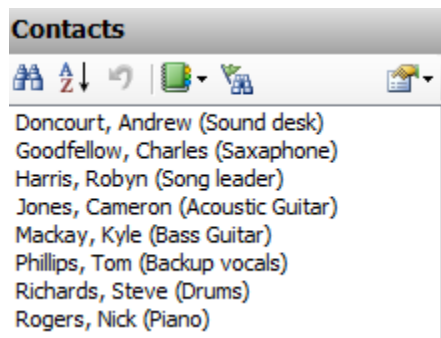
Once complete we can check we have everyone in the correct teams by selecting the group in the contact list:



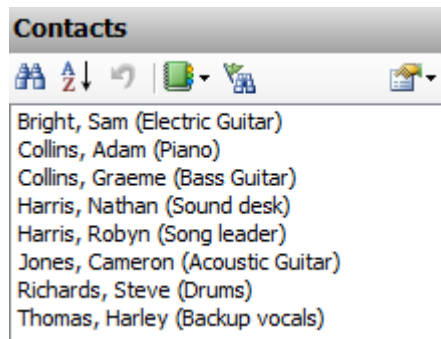
If we select Sunday Morning 1 we see this:



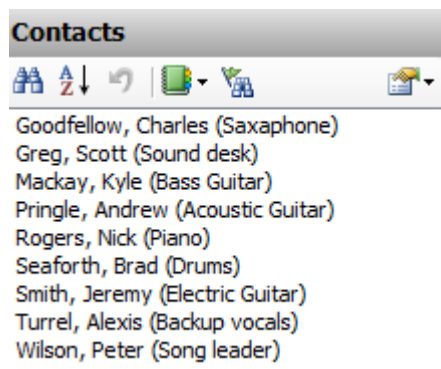
Sunday Morning 2 looks like this:




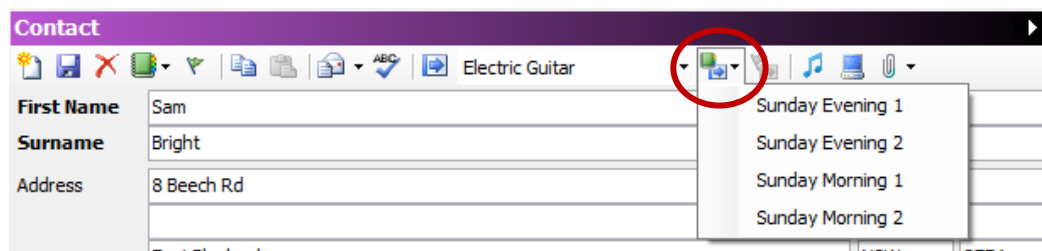
Sunday Evening 1 looks like this:



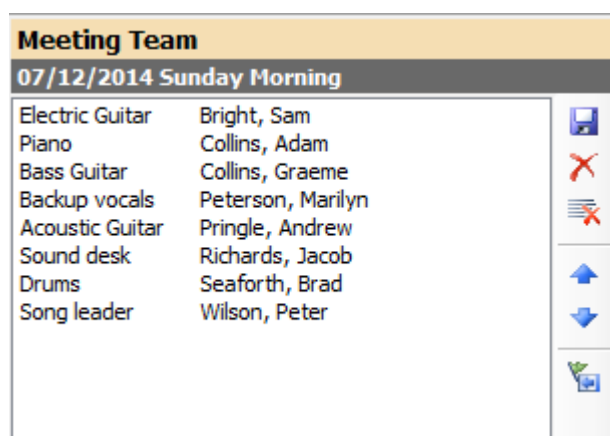
And Sunday Evening 2 looks like this:



Now, when we want to add a team to the meeting, we click on the  icon in the contact toolbar.



Then we click on the team we want to add.

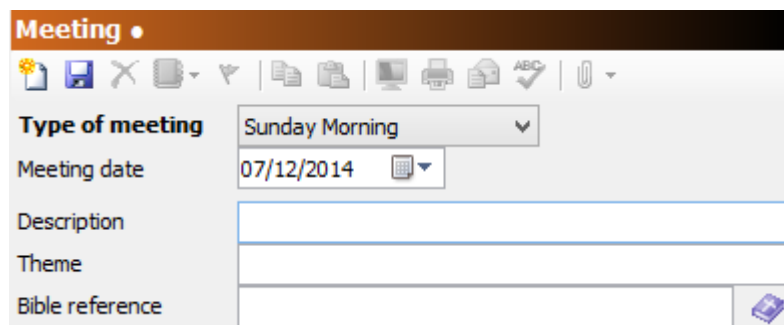


All our team members are added in one go.

## Creating meeting templates

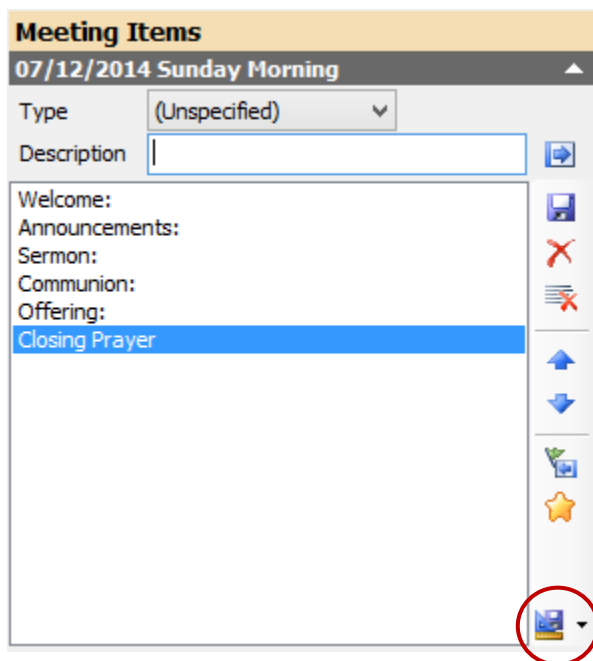
The process of adding order of service items to a meeting can also be streamlined. Quite often, a normal Sunday service will have a standard set of elements. For instance, there might always be a Welcome section, some announcements, a sermon, communion, and an offering. Rather than add those elements manually every time we create a Sunday morning meeting, we can create a meeting template.


First, we need to create a new meeting of the type we want to create a template for. So, if you want to create a template for a Sunday morning meeting, create a new Sunday morning meeting.

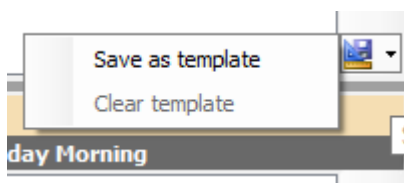


Save the meeting (even if we won't be using the actual meeting) so we can add order of service items.

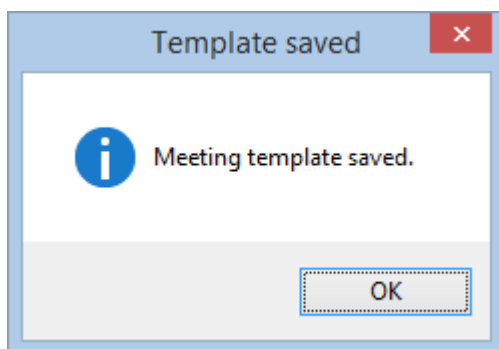
Then, add all the order of service items you want to appear in the template, and order them how you want them.



Finally, click on the  icon and select "Save as template"

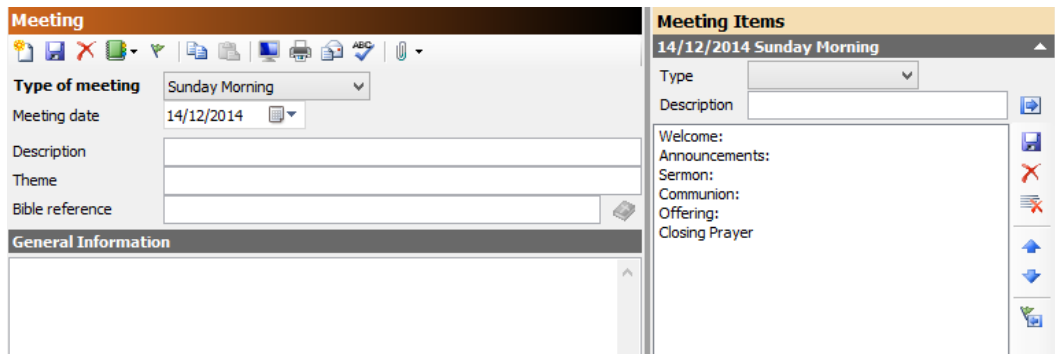


You will see a dialog saying the template was saved.



Now that the Sunday Morning template is saved, any time we create a Sunday morning meeting, the template will be applied.


Here, I've created a new meeting for December 14, and clicked on the save button.

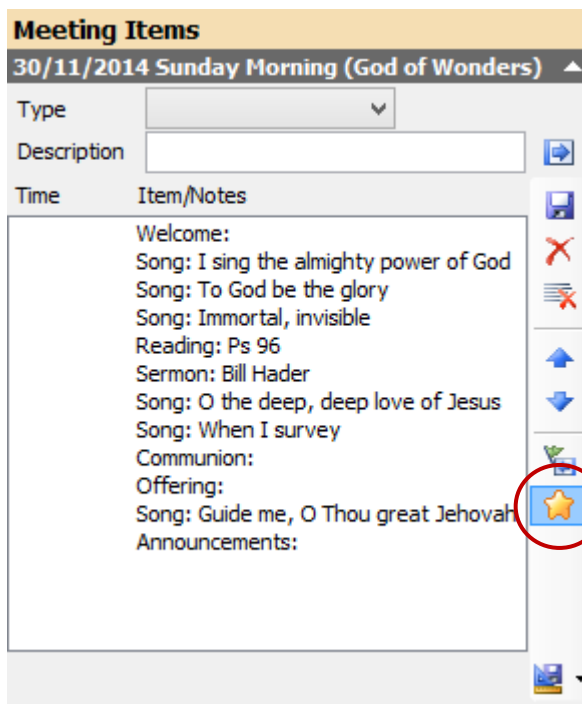


Notice that all the template items have appeared, in the order we specified in the template.

### Using enhanced meeting features

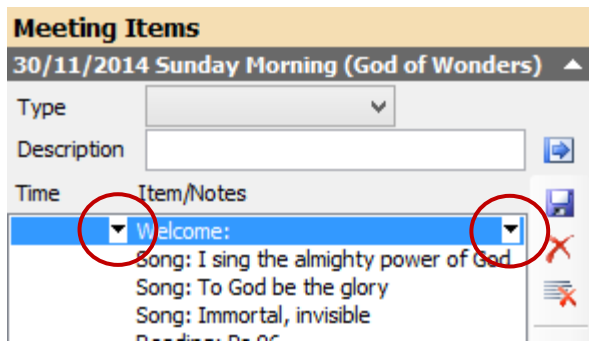
For a lot of meetings, all you need is the order of service. For some meetings, though, you need to be able to calculate the time each segment takes, to ensure your service doesn't go overtime. For these meetings, CMO provides an "enhanced" mode.

To turn the enhanced mode on, click on the  symbol located in the meeting items toolbar.

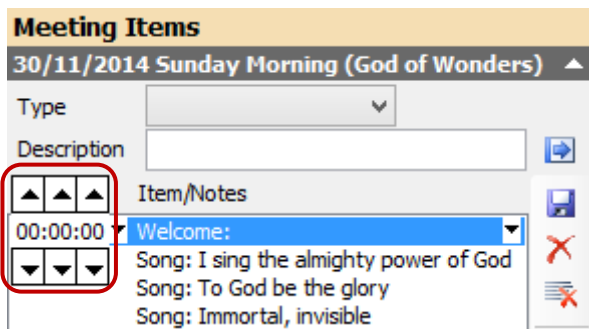


After turning it on, an additional column, "Time", becomes visible. Now we can add a time amount for each item in the order of service.

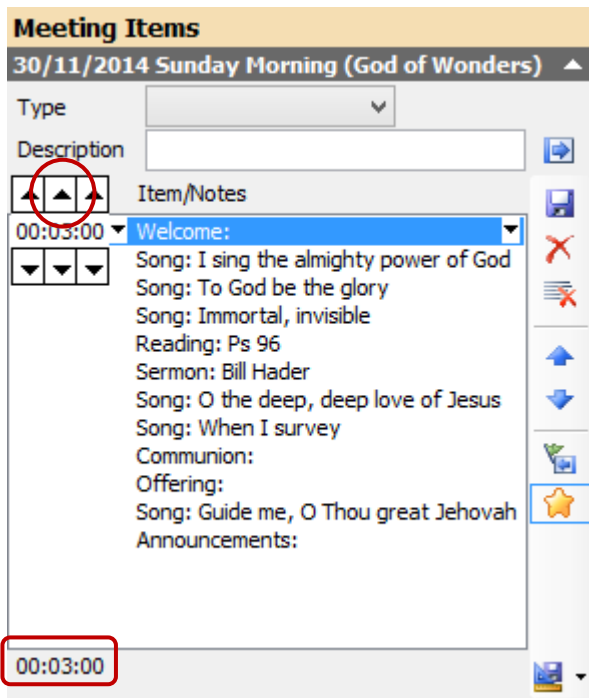
When you select an item in the list, two dropdown buttons will be visible.



Clicking on the "Time" dropdown will display a time selection control.



The time selector allows you to select the hours, minutes and seconds that this item will take. Click on the up arrows to increase the values, and click on the down arrows to decrease the values.



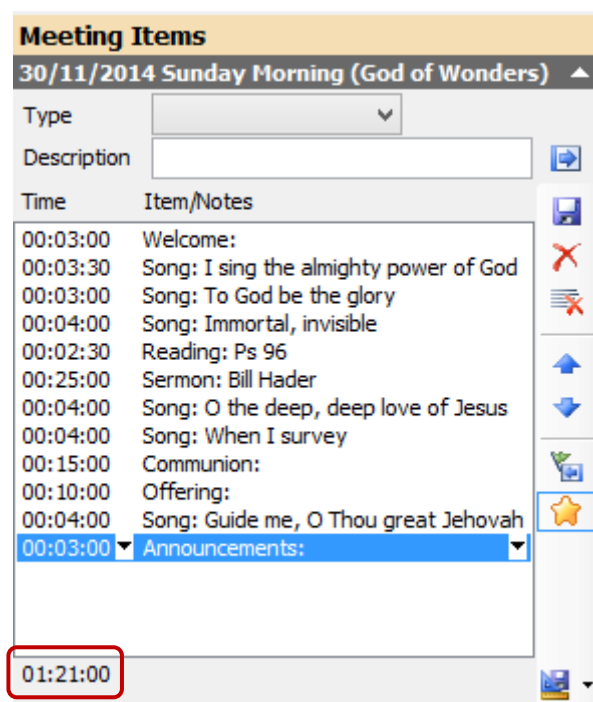
Here, we've entered a value of 3 minutes for the "Welcome" item. Notice that a total time figure is visible at the bottom of the list.



**Tip:** Holding down the "Shift" key and clicking on the up or down arrows will increment that value by 10 instead of 1.

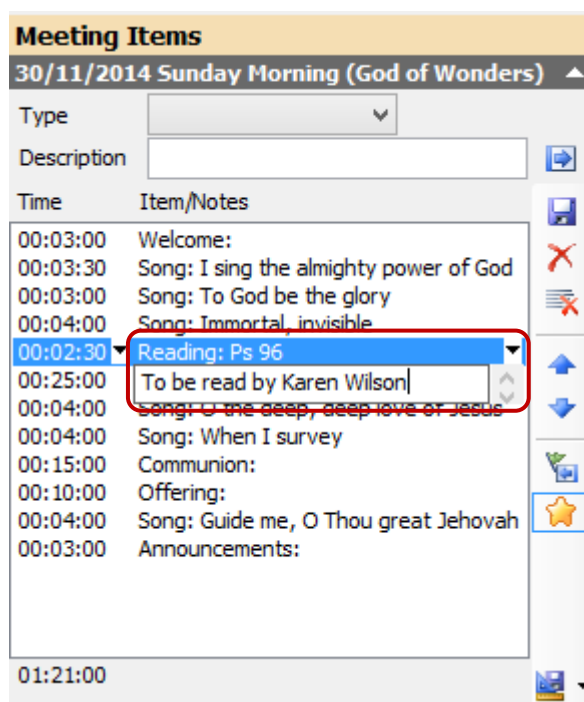


Using this method we can add time values for all the elements.



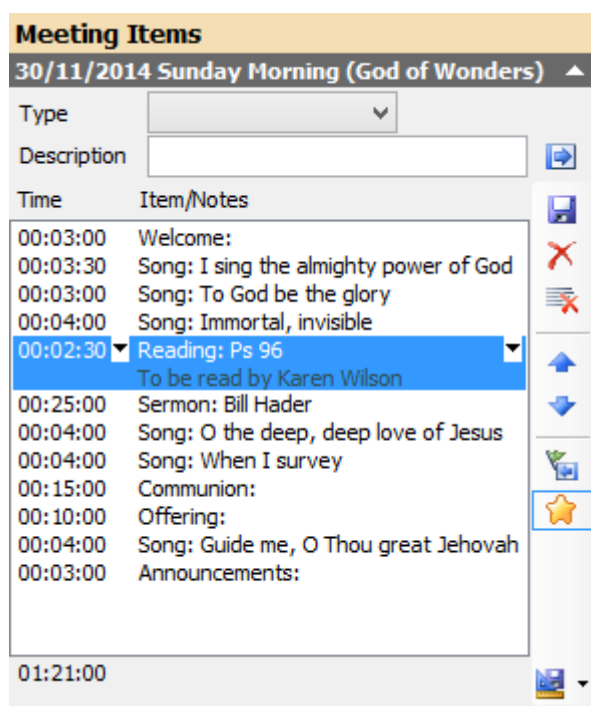
We've now added time values to all the elements, coming up with a total time of 1 hour and 21 minutes.

We can also add some additional text to each item, things like planner notes, or special instructions. Clicking on the other dropdown button brings up a text box.



In this example, we're adding some additional text to the reading item, indicating who will be doing the reading.

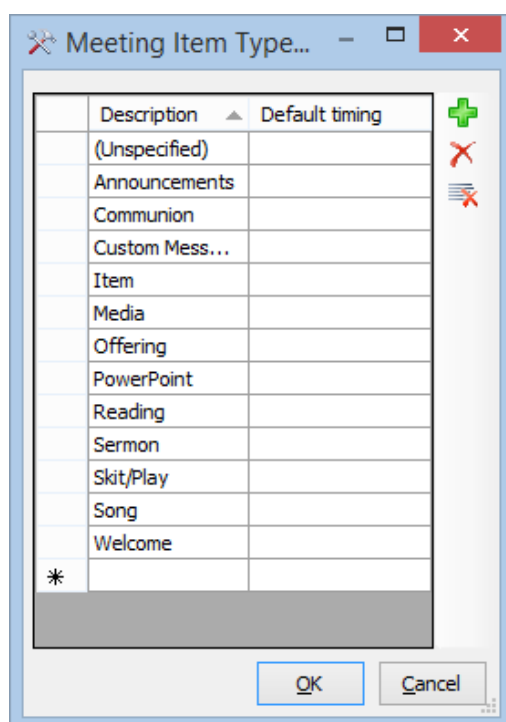
Click on the dropdown button again, or anywhere else, and the text will be added.



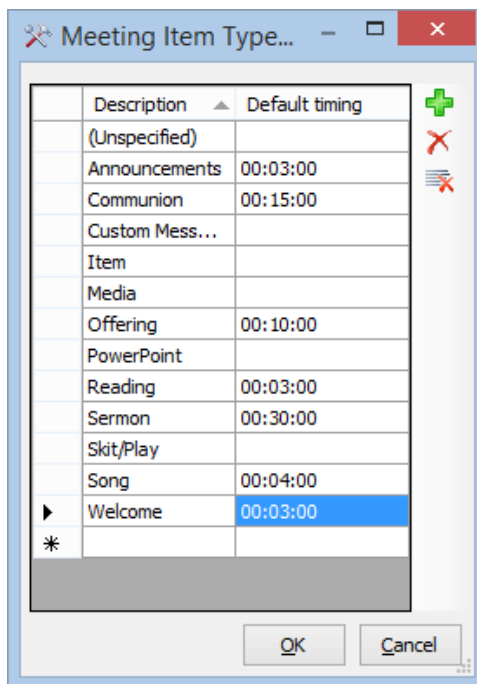
### Preset item times

It's fairly simple to enter times for each of the items in an order of service, but we can also preset these values to make this job even easier.

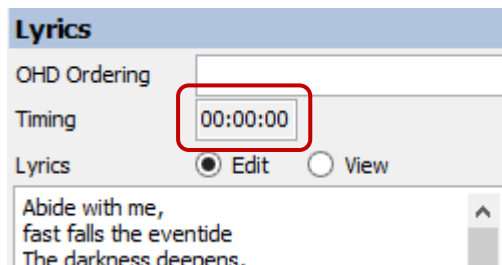
Go to the "Admin → Meeting Item Types..." menu to display the Meeting Item Types Administration window.



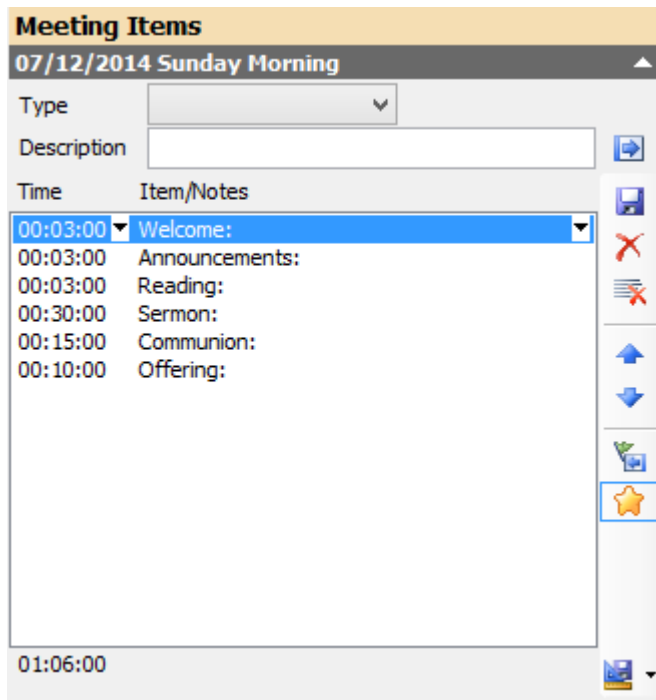
On this dialog we can enter the default time for each of the different item types we use. Click twice in the "Default timing" column to display the time selector, and enter a time value for each of items.



Notice that we have also put in a default time for songs. This will be the default time allocated to a song that doesn't have a specific timing value entered.



Now that we have default timing, the next time we add those items to a meeting, the default times will be applied.



**Note:** If you created a meeting template before you added the default time values, meetings created from that template will not contain the time values. To include the time values in the template, recreate the template after the default time values have been set. Also, if the default time for an item is changed, and that item is part of a template, the template will need to be recreated with the new timing value set.

## Summary

In this chapter we've looked at using groups to streamline adding team members to a meeting, using meeting templates to streamline the order of service process, and using enhanced meetings.