



Ministry Platform – Creating Buildings and Rooms



To take attendance, your group must be associated with a room.

To create a room you must create a building.

1. Click on **Facilities** and choose **Building**.
2. Click the **New Building** button
3. Enter a **Building Name**.
4. Select your parish from the **Location** drop down menu.
5. Complete any other fields as you see fit.
6. Click the **Save** button but do not close the building record..
7. Click the **Rooms** tab.
8. Click the **New Room** button.
9. **Complete these fields (and any other you see as pertinent)**
 - **Room Name:**
 - **Building:** select from the drop menu.
 - **Maximum Capacity:** Enter the maximum capacity or a good guess.
 - **Bookable:** Choose **Yes**.
 - **Auto Approve:** Choose **Yes**.
- Click **Save**.