Merging Meetings in the Volunteer Toolkit (VTK)

Once you have set up a Year Plan with meeting dates, make sure that the 1st meeting you want on your meeting date is correctly on the Year Plan.

Select Add Badge/Journey to find the 2nd meeting that you want on your meeting date. When you add this meeting it will default to the end of your Year Plan.

When both meetings are on the Year Plan, select Manage Calendar.

Ν	NEETI	NG DATE AND LOCATI	ONS			Х		
		CALENDAR		LOCATION				
	Select the 🗮 to change the date, time, or cancel an individual meeting. You can also group multiple meetings to a single date. Select the 😳 to use the planning wizard to reconfigure the calendar from that date forward.							
		1 Oct 12, 2022 06:00 PM	Think Like a Prog	grammer pt. 1	m	())		
		2 Oct 26, 2022 06:00 PM	Think Like a Prog	grammer pt. 2	m	\$		
		3 Nov 09, 2022 06:00 PM	Think Like a Prog	grammer pt. 3	m	<u>ن</u>		
		4 Nov 23, 2022 06:00 PM	Think Like a Prog	grammer pt. 4	m	<u>ن</u>		
		5 Dec 07, 2022 06:00 PM	Think Like a Prog	grammer pt. 5	m	٩		
		6 Dec 21, 2022 06:00 PM	Think Like a Prog	grammer pt. 6	m	٩		
		7 Jan 04, 2023 06:00 PM	New Cuisines 1		С	٩		
		8 Jan 18, 2023 06:00 PM	New Cuisines 2		С	÷		

Select the date for your combined meeting and SAVE.

Change Date / Time		Cancel N	leeting				Combine Meetin
Select a date for the meetings and "Sav	e" your ch	oice.					
Meetings to schedule on the same day:		October 2022				•	
- New Cuisines 1	Su	Мо	Tu	We	Th	Fr	Sa
New Date: 10/12/2022							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
	Change T	ime:					
	06:00	P	M	-			



In the pop-up window, select the calendar icon to the left of one of your meetings.

On the next page, select the Combine Meetings button.

Then choose the 2 meetings you would like to combine. Scroll down to select Continue.

MEETING DATE AND LOCATIONS										
Combine Meeting Dates										
	Change Date / Time	Cancel Meeting	Combine Meetings							
Select the meetings you'd like to schedule for the same day										
~	Oct 12, 2022 06:00 PM	Think Like a Programmer pt. 1	m							
	Oct 26, 2022 06:00 PM	Think Like a Programmer pt. 2	m							
	Nov 09, 2022 06:00 PM	Think Like a Programmer pt. 3	m							
	Nov 23, 2022 06:00 PM	Think Like a Programmer pt. 4	m							
	Dec 07, 2022 06:00 PM	Think Like a Programmer pt. 5	m							
	Dec 21, 2022 06:00 PM	Think Like a Programmer pt. 6	m							
✓	Jan 04, 2023 06:00 PM	New Cuisines 1	С							

Both meetings will appear on the same date on your Year Plan but as separate entries.