

Holiday Distributions



Mountain Community Insights automatically marks certain holidays as inactive. If you are doing a pantry or distribution on that day and need to check-in neighbors, you can follow these steps to ensure that your event is fully active.

The following holidays will need to be adjusted:

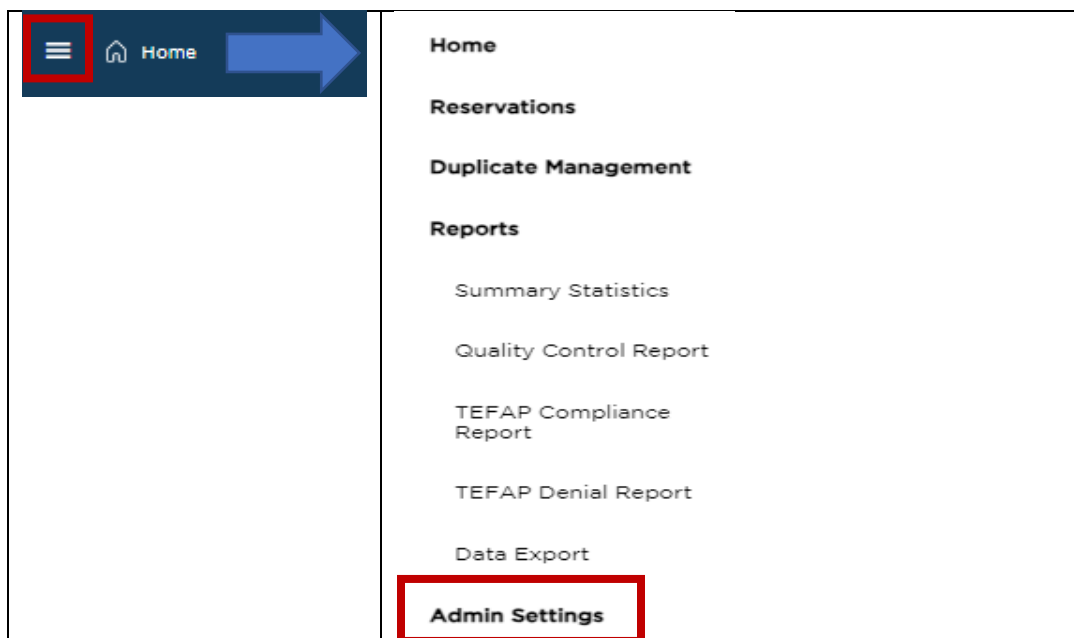
Holiday
New Years Day
MLK Jr Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas

Visit the link to view an up-to-date calendar of federal holidays:

<https://www.frbservices.org/about/holiday-schedules>.

How to update even schedule for holidays:

1. Select the three-line menu drop down in the upper left of the main homepage. Then select "Admin Settings"



Questions?

Mountain Community Insights Team: MCI@mannafoodbank.org

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2. Under *Event Schedule* select the event that you'd like to update.

Admin Settings

Service Area Geographies

Users

Event Schedules

All Event Schedules

Create New Event Schedule

Program Location	↓ Event Schedule Title	One Time / Recurring	Status
Reconciliation House	Rec House Distribution	Recurring	Active

3. Check the *Falls on Holiday* column – if it is shown as “Yes”, check the *Event Status* column and make sure it has an orange checkmark for *Active*.

Details

Service Dates

Reservations

Publishing

Service Dates

Please review and verify these proposed service dates

Date/Time	↓ Falls on Holiday	Holiday Name	Event Status
1/17/2024 6:00 AM - 10:00 PM	No	N/A	☒ Active
1/18/2024 6:00 AM - 10:00 PM	No	N/A	☒ Active

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4. Confirm all events are active as needed and finalize the changes by clicking the orange “Save” button on the bottom right-hand corner of the page.

Event Schedule Status

Please select the status of your event schedule

☒ Active ☐ Inactive ☐ On Hold

[Cancel](#) [Save](#)

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