

Assign a calendar group to a celebration

Apply a group title and colour to a recurring time or to one date.

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Before you begin

- ✓ You must have the Manage Mass schedules permission.
- ✓ If the group does not exist, prepare a clear name and colour.
- ✓ Check the place of worship and decide whether the group should apply to the recurrence or one date.

1

STEP 1 OF 5 · 1 MIN

Choose the scope of the change

Open Schedules, remain under «Celebrations» and check the «Place of Worship». Calendar groups belong to the selected place.

To assign the group to every recurrence of a time, work under «Schedules». For one date only, use «Exceptions» and edit the occurrence in the calendar.

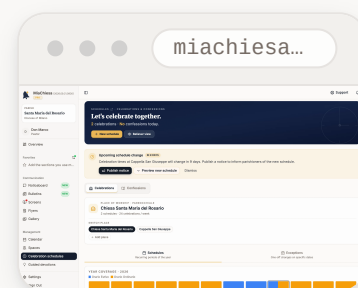


Fig. 1 Choose the place and scope first: recurrence under «Schedules», one date under «Exceptions».

2

STEP 2 OF 5 · 2 MIN

Open the recurring time

Under «Schedules», select «Edit» on the correct schedule. Scroll to «Weekly Schedule» and select the item with the weekday and time you want to classify.

Find «Calendar group» in the «Edit schedule» dialog. «Default» keeps the place's general title and colour.

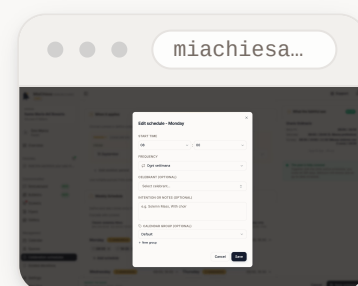


Fig. 2 The recurring time is open and still uses the default group; no change has been saved.

3

STEP 3 OF 5 · 2 MIN

Select or create the group

Open «Calendar group» and choose an existing group. If none is suitable, select «New group», enter its name, choose a colour and use the small «Save» beside the colour: the group is created and selected.

Then confirm the dialog with «Save» and select «Save schedule» in the main editor. Both saves are required to apply the group to the recurrence.

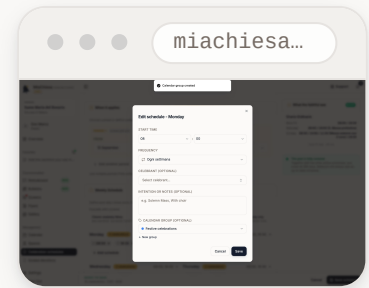


Fig. 3 The group is created and selected. The assignment still needs saving in the dialog and then in the schedule.

4

STEP 4 OF 5 · 1 MIN

Assign the group to one date

For one date, open «Exceptions» and the celebration card. In «Edit celebration», choose an existing «Calendar group» and select «Save changes». The field appears only when the place has at least one group; other weeks are unchanged.

5

STEP 5 OF 5 · 1 MIN

Check the result

Check the celebration's colour. In the general calendar, the group replaces its default title and colour. To remove it, reopen the same item, choose «Default» and save in the same scope.

What you have achieved



The group is assigned in the chosen scope.



A one-date change leaves other recurrences unchanged.

Troubleshooting

I cannot see «Calendar group» in «Edit celebration»

The field for one date appears only when at least one group exists for the selected place. Create one from the schedule editor and reopen the occurrence.

The group appears in the dialog but not on the recurrence

After «Save» in the dialog, you must also select «Save schedule» in the editor's bottom bar.

I changed one date by mistake

Reopen the occurrence under «Exceptions», choose «Default» and save; then assign the group from the recurring schedule.