

Create a flyer with AI

Prepare a verifiable brief, choose the format, and generate a draft to review before use.

7 min · Available · 2026-09-21

Before you begin

- ✓ Prepare an approved title, date, time, place, audience and contact details.
- ✓ If the flyer concerns an existing event, identify the correct event to link.
- ✓ You need Create flyers access and at least one available creation credit.

1

STEP 1 OF 4 · 1 MIN

Open AI creation

Open Flyers from the dashboard and choose Generate with AI. The page brings together the chat, format and preview.

Check the current scope before starting: drafts are associated with your account and, where applicable, the selected community or pastoral unit.

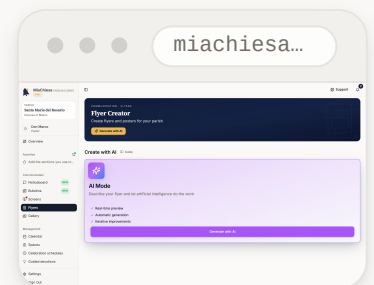


Fig. 1 Generate with AI opens the creation chat from Flyers.

2

STEP 2 OF 4 · 2 MIN

Choose the format

Choose A4 for print, Post for social channels, or Story for vertical content. Set the format before sending the brief.

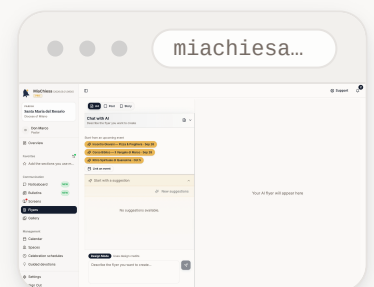


Fig. 2 Review the format before writing the brief: the screen is ready, but no flyer has been generated yet.

3

STEP 3 OF 4 · 2 MIN

Write a brief you can verify

State the main message, audience, date, time, place, contact details and desired style. Use approved information only.

When Link an event is available, you can choose an upcoming event: generation uses its real data and can include a QR code to the event page.

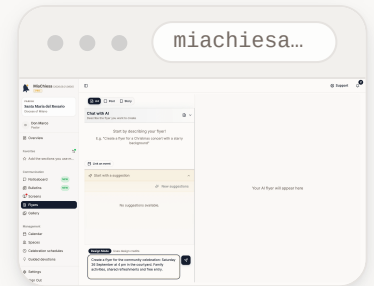


Fig. 3 The brief contains the content, date, time, place and audience; it has only been entered, not sent, and no credit has been used.

4

STEP 4 OF 4 · 2 MIN

Generate and review the draft

Send the brief when every detail is correct. Generation uses one creation credit and saves a draft associated with the conversation when it completes.

Check every name, date, time, location and contact detail, as well as readability. If needed, request changes directly in the chat.

Always review the proposal

Generation can produce unsuitable wording or images. Correct every unverified detail before downloading or sharing the flyer.

What you have achieved

- ✓ You have selected a format that matches the intended use.
- ✓ After generation, the draft still needs review before export or distribution.
- ✓ The brief contains the essential details without asking AI to invent information.

Troubleshooting

The send button is disabled ✕

Check the credit balance shown on the page and confirm that you have Create flyers access in the current scope.

The proposal contains incorrect information ✕

Do not export it. Correct the brief or request a change, then compare the result with the approved source again.