

Prepare the summer schedule by duplicating an existing one

Copy a schedule with all its times, adapt it to the new period and activate it when it is ready.

4 min · Available · 2026-09-26

Before you begin

- ✓ You need Manage Mass schedules.

1 STEP 1 OF 4 · 30 S

Choose the schedule to copy

Open **Schedules** and stay on the **Schedules** tab. Each schedule shows its period, the number of weekly celebrations and a badge: **Active** when in use, **Scheduled** when deactivated.

Select the **⋮** menu of the schedule you want to start from.

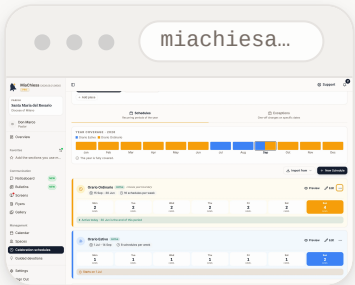


Fig. 1 Start from the schedule closest to the one you need.

2 STEP 2 OF 4 · 30 S

Duplicate

In the menu select **Duplicate**. The same menu offers **Deactivate** (or **Activate**) and **Delete**.

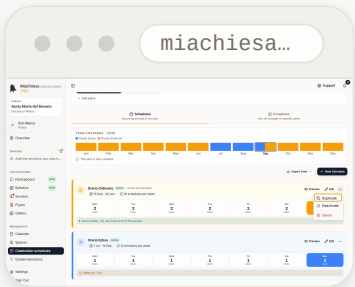


Fig. 2 Duplicate copies the period and the weekly times.

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STEP 3 OF 4 · 2 MIN

Adapt the copy

Schedule created appears and the list shows the copy, with the same name followed by "(copy)" and deactivated. Select **Edit** on the copy to change its name, period and times, then select **Save schedule**.

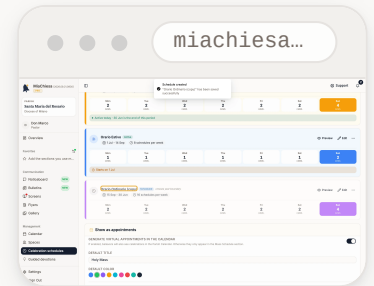


Fig. 3 The copy stays deactivated until you activate it.

4

STEP 4 OF 4 · 30 S

Activate it

When the copy is ready, open its ... menu and select **Activate**: **Schedule activated** appears and the badge becomes **Active**.

Delete is permanent

Delete asks for confirmation and cannot be undone.

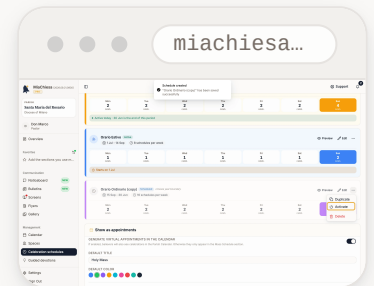


Fig. 4 Activate the new schedule only when times and period are right.

What you have achieved

- ✓ The new schedule starts from the times of the copied one, adapted to the new period.
- ✓ It comes into use when you activate it.

Troubleshooting

I see "Unable to duplicate the schedule"



The copy was not created: try again from the ... menu.

I see "Unable to update the schedule"



Activating or deactivating did not work: try again from the ... menu.

I can't see the ⋮ menu or Edit



You need Manage Mass schedules: without it you can only open Preview.