

Add a schedule exception

Add a celebration on one date without changing the recurring schedule.

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Before you begin

- ✓ You must have the Manage Mass schedules permission.
- ✓ Check the place of worship that the exception belongs to.
- ✓ Prepare the date, time and any celebrant and notes.

1

STEP 1 OF 4 · 1 MIN

Open the exceptions calendar

Open Schedules, remain under «Celebrations» and check the «Place of Worship». Use «Switch place» if needed.

Select «Exceptions». This tab calculates the week from active schedules and also displays manual additions and removals.

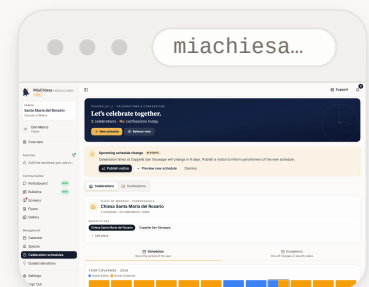


Fig. 1 Start from the correct place; the exception will belong only to that calendar.

2

STEP 2 OF 4 · 1 MIN

Choose the date

Use «Last week», «This week», «Next week» or the arrows to reach the correct date.

Select «Add» in the day column. The dialog shows the full date; check it again before entering the time.

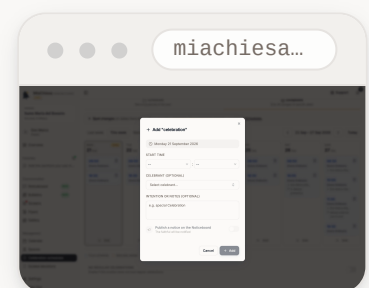


Fig. 2 The dialog is open on the selected date and has not added a celebration yet.

3

STEP 3 OF 4 · 2 MIN

Enter the details

Set the «Start time». You can add a celebrant and «Intention or Notes»; both are optional.

When the notice control is available, choose whether to prepare a board notice as well. The notice is published only after the exception has been saved successfully.

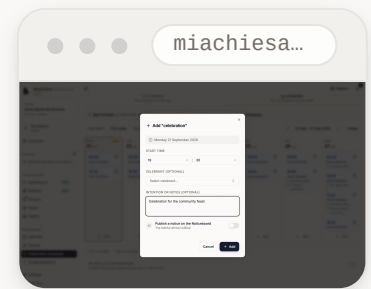


Fig. 3 The time and note are prepared for demonstration; «Add» has not been selected and the exception is not saved.

4

STEP 4 OF 4 · 1 MIN

Add and review

Select «Add». The new item appears in the calendar with the «manual» badge, separate from times generated by a schedule.

Check the date, time and notes. To correct the occurrence, select its card; to cancel the addition, use the trash action, which removes the manual exception in this case.

For a recurring time, update or create a schedule: a manual addition applies only to the chosen date.

What you have achieved



The added celebration appears as a manual exception on the selected date.



The recurring schedule remains unchanged.

Troubleshooting

I added the exception to the wrong place



Undo the manual addition in the calendar, select the correct place and recreate it on the same date.