

Manage celebration schedules

Maintain a regular programme and record exceptions while keeping the final calendar under control.

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Before you begin

- ✓ Verify the place of worship, weekly times and the periods of the year when they apply.
- ✓ For a change, prepare the exact date and decide whether to add, move or cancel one celebration.

SECTION 1

Choose scope and place of worship

Open Schedules. Under "Let's celebrate together.", use "Celebrations" for celebration times or "Confessions" for the other calendar; editing a confession schedule does not update celebrations.

Check the "Place of Worship" panel and use "Change place" when several places are configured. In a pastoral unit, first select the community in the switcher: schedules and exceptions load for the chosen place.

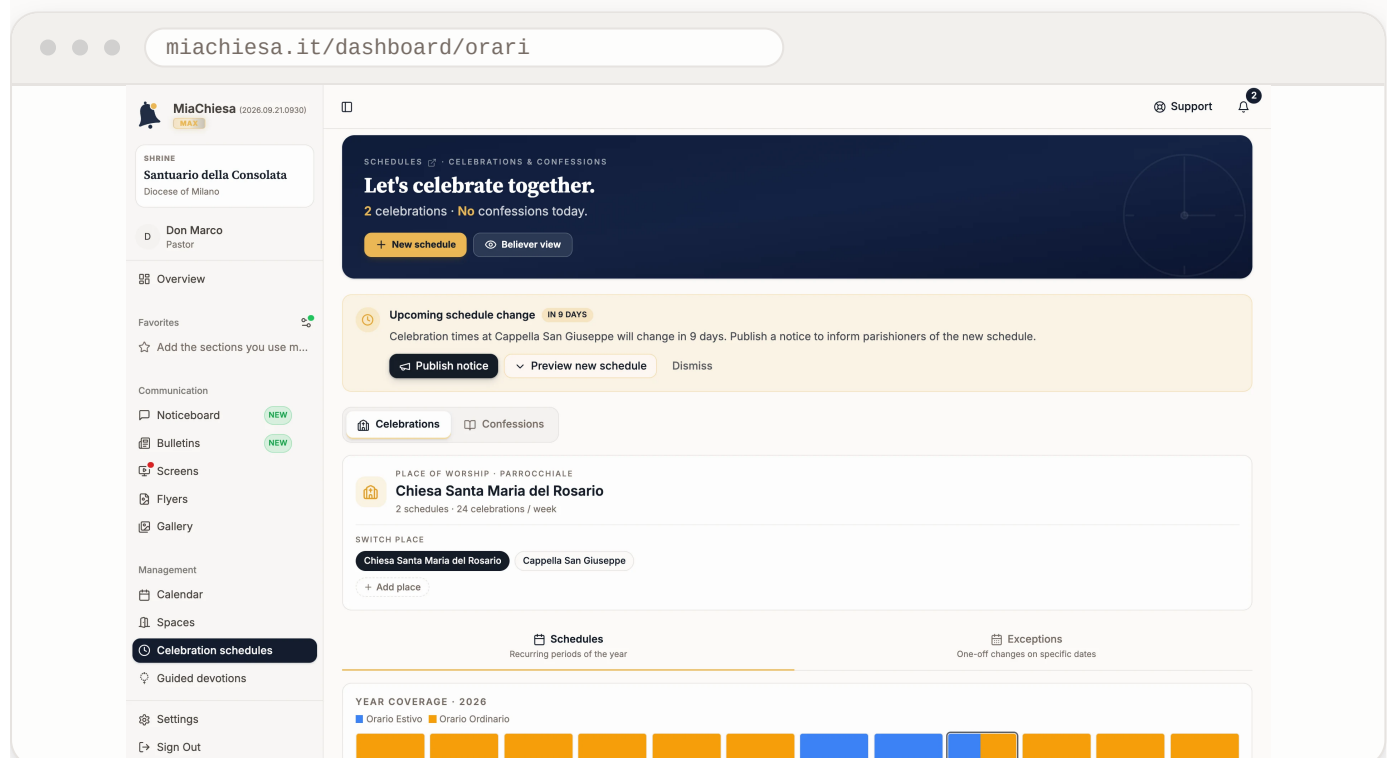


Fig. 1 Schedules separates "Celebrations" and "Confessions", then shows the place of worship and the "Schedules" and "Exceptions" tabs.

SECTION 2

Create a recurring schedule

Stay on "Schedules" and select "New schedule". In "Create a schedule", complete "Name and status" with a clear public name, then leave "Active" on only when the period should immediately contribute visible times.

Under "When it applies", choose "Full year", "Winter schedule", "Summer schedule", "Advent and Christmas", "Lent" or "Custom". Always review "From" and "To"; "Add another period" is for non-consecutive ranges, not a duplicate of the same range.

The screenshot shows the 'Create a schedule' form in the MiaChiesa dashboard. The browser address bar shows 'miachiesa.it/dashboard/orari'. The dashboard header includes the MiaChiesa logo, a user profile for 'Don Marco' (Pastor), and navigation links for 'Support' and a notification bell. The main content area is titled 'Schedules > Chiesa Santa Maria del Rosario > New schedule'. A dark blue banner at the top says 'Create a schedule' and explains that a schedule is a weekly pattern that applies to a period of the year. The form is divided into three main sections: 'Name and status', 'When it applies', and 'What the faithful see'. The 'Name and status' section has a text input for 'SCHEDULE NAME' (with a hint 'This name is visible to everyone — choose something clear.' and an example 'e.g. Summer Schedule, Winter Schedule') and a toggle for 'STATUS' (currently 'ACTIVE' and 'Included in the calendar'). The 'When it applies' section has a text input for 'When it applies' (with a hint 'Choose a preset or define custom dates. You can add multiple non-consecutive periods.') and a 'When it applies' dropdown menu. The 'What the faithful see' section has a 'LIVE' status indicator and a green box stating 'The year is fully covered' with a note: 'Together with the other active schedules, you cover all 365 days. Believers will always see an up-to-date schedule.' At the bottom, there is a 'COMPLETE THE REQUIRED FIELDS' message with '0 celebrations' and 'Cancel' and 'Save schedule' buttons.

Fig. 2 Create a schedule opens Name and status with the Schedule name field before periods and the weekly pattern.

SECTION 3

Complete the weekly pattern

Under "Weekly times", add the right time to each day. An entry can include time, recurrence, celebrant and notes; if a suitable schedule exists, you can copy its times, with confirmation that the copy replaces the current pattern.

Check "What the faithful see" and the save bar: "Complete the required fields" remains until there is a name, period and at least one celebration. "Year not fully covered" marks a gap without an active schedule, while an active overlap blocks saving until corrected.

SECTION 4

Save and check coverage

Select "Save schedule". Back in the list, inspect the card: "Active", "Scheduled" or "Expired" describes its state against the period, and the weekly count confirms how many recurrences were saved.

Read "Year coverage" before leaving. If gaps remain, create or activate another schedule; when a place has no regular celebrations, use "No regular celebrations" instead of leaving a misleading schedule.

SECTION 5

Record a one-date change

Open "Exceptions" and move the calendar to the relevant week. "Add celebration" creates a manual entry for the selected day: enter the time and, when useful, celebrant and "Intention or Notes (optional)", then select "Add".

Open an existing calculated celebration to change its time, celebrant, notes or calendar group without altering the recurring schedule. To hide it for that date, choose cancellation, optionally enter "Reason for the cancellation" and confirm "Cancel it"; the dialog can also prepare a notice as a separate choice.

SECTION 6

Verify what people will see

Use the final-calendar legend: "From schedule" identifies recurrences, "Manually added" marks added exceptions and "Removed" marks cancellations. Move to the changed date and check that two celebrations are not left when you meant to move one.

Return to "Schedules" and inspect "Public preview · parish page", or use "Faithful view" from the heading. The preview combines active schedules and saved exceptions; verify place, date and time before announcing the change.

SECTION 7

Access and separate controls

Actions and access

Action	Applied access	Note

Action	Applied access	Note
Create, edit or activate a schedule	Manage celebration schedules	Also covers exceptions for one date.
Add, move or cancel in the calendar	Manage celebration schedules	The change remains on the selected date.
Change title, colour or community-calendar visibility	Edit community details	Writes place-of-worship settings, separate from schedules.
Read-only consultation	Section access without management	Schedules and exceptions remain visible, but editing controls are absent.

SECTION 8

Schedule or exception

Schedule A weekly pattern repeated within its From-To period. ✓ Use for regular or seasonal times ✓ Changes all future covered dates	Exception An addition, move or cancellation for one date. ✓ Does not alter the weekly pattern ✓ Use for an extra or cancelled celebration
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SECTION 9

Terms used

Schedule The name, validity periods and weekly pattern that generate recurring times.	Exception A one-off change applied to a date in the final calendar.	Year coverage The days of the year included in active schedules.
Faithful view		

A preview of the public experience calculated from saved times.

SECTION 10

Frequently asked questions

Why can't I save the schedule?



It needs a name, at least one complete period and at least one time. Two active schedules cannot overlap in the same period.

I moved a time but now see two celebrations



Check "Exceptions": adding a celebration does not automatically remove the recurrence. Edit the existing item or cancel the original one.

The times exist but are not visible



Check that the schedule is active and "No regular celebrations" is not enabled for the place.

What you have achieved

✓ The selected place has an active schedule with valid periods and weekly pattern.

✓ One-date changes appear in the final calendar without altering regular times.

Troubleshooting

A date has no times



Check Year coverage, Active state and the selected place of worship.

A change appears twice



Remove the wrong manual addition or cancel the original recurrence on that date.