

Download the parish week

Prepare a sheet with the next seven days of appointments for the noticeboard, the WhatsApp group or social media, as a PDF or an image.

3 min · Available · 2026-09-26

Before you begin

- ✓ You need Manage calendar appointments.

1 STEP 1 OF 4 · 30 S

Open the week sheet

Open **Calendar** and select **Week in the parish** at the top. The sheet covers the seven days starting today.

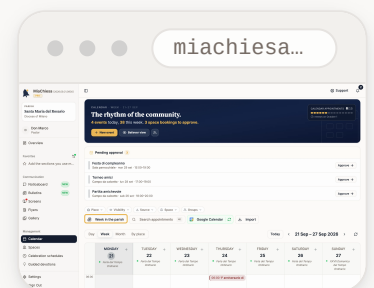


Fig. 1 On small screens the button shows only its icon.

2 STEP 2 OF 4 · 1 MIN

Choose what to include

Under **Include** pick the items: **Weekday masses**, **Sunday and vigil masses**, **Public appointments**, **Followers-only appointments** and **Saint of the day**. The preview updates immediately and your choices are saved for next time.

What is left out

Only public and followers-only appointments go on the sheet: staff-only ones never appear.

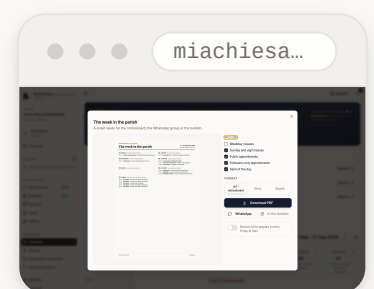


Fig. 2 Weekday masses are left out until you turn them on.

3

STEP 3 OF 4 · 1 MIN

Choose the format and download

Under **Format** choose **A4 · noticeboard** to print, **Story** or **Square** for social media. With A4 the button is **Download PDF**, with the other formats **Download image**; when done **Sheet downloaded** appears.

WhatsApp opens a message with the list of appointments, ready to send.

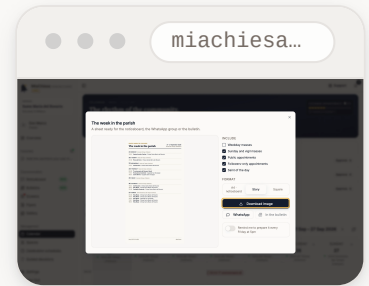


Fig. 3 The format decides whether you download a PDF or an image.

4

STEP 4 OF 4 · 30 S

Get a reminder

Turn on **Remind me to prepare it every Friday at 5pm**: every week you get a reminder that opens this sheet directly.

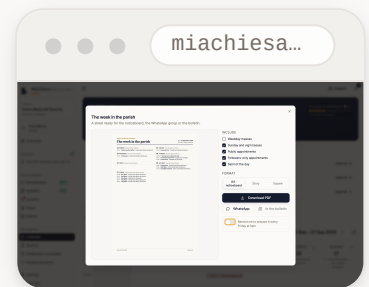


Fig. 4 The reminder arrives on Friday at 5pm.

What you have achieved

- ✓ You have a sheet with the week's appointments, ready to print or share.

Troubleshooting

I see "Could not generate the sheet"



The file was not created: try again with Download PDF or Download image.

I see "Could not save your preferences"



Your choices were not saved and revert to the previous ones: try again.

An appointment is missing from the sheet



The sheet shows only public and followers-only appointments for the next seven days, according to the items turned on under Include.

I can't see Week in the parish



The button appears only with Manage calendar appointments.