

Create an appointment

Add a calendar entry with the correct date, time, location and visibility.

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Before you begin

- ✓ Check the destination community or group calendar.
- ✓ Prepare the date, time and location.

1

STEP 1 OF 5 · 2 MIN

Open a new appointment

From Calendar choose New appointment.

The form opens directly from the active workspace calendar.

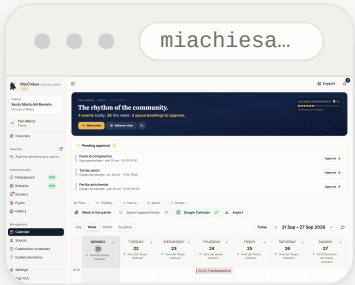


Fig. 1 From Calendar choose New appointment.

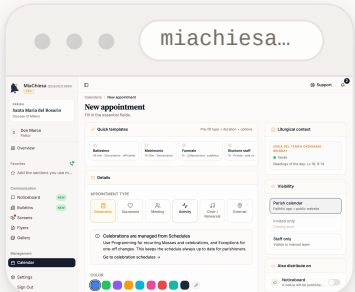


Fig. 2 New appointment shows Quick templates, Appointment type, the liturgical context, and visibility choices.

2

STEP 2 OF 5 · 2 MIN

Enter when and where

Fill in title, start, end and location; avoid unintended overlaps.

End must be later than start; use Location to distinguish simultaneous meetings in different places.

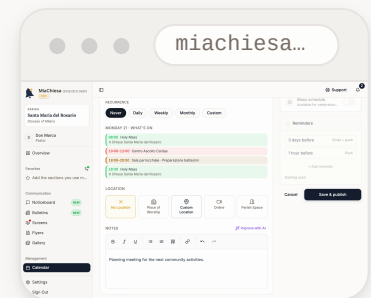


Fig. 3 The lower editor shows the date and times, recurrence, the day's schedule, location, and Save & publish; the appointment has not been saved.

3

STEP 3 OF 5 · 2 MIN

Repeat the appointment (optional)

Under Recurrence, leave Never for a single appointment. Daily, Weekly and Monthly repeat the appointment from its start date; under Recurrence end, choose the last day or leave No expiration.

Choose Custom for other rules. Under Repeat every, set the number and unit: days, weeks, months or years, for example every 2 weeks or every year. With weeks, On days lets you pick one or more days. Under Ends, choose Never, After a number of occurrences or On date. Excluded dates removes single days from the series, and Summary and Upcoming occurrences show the result before you save.

How it counts toward the monthly allowance

A single appointment takes one place in its month. A series with an end, by date or after a number of occurrences, takes one place in every month it spans, up to 24 months. A series with no end takes a place only in the months where it has at least one occurrence: a yearly series counts only in its own month. Appointments in a group calendar count toward the group's allowance, not the community's.

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4**STEP 4 OF 5 · 2 MIN**

Choose visibility

Check the scope where the appointment should appear.

Before saving, check whether the entry is for the whole community or a narrower scope.

5**STEP 5 OF 5 · 2 MIN**

Save and verify

Save and find the appointment on the correct day.

A successful result is an entry on the chosen day and time; open it to review the detail.

What you have achieved



The appointment is in the selected workspace calendar.



Date, time and visibility have been reviewed.

Troubleshooting

I cannot save



Check required fields and the Manage calendar appointments permission.

The appointment is missing



Check filters, date range and active workspace.

Saving reports the monthly allowance



The month, or one of the months the series spans, has no appointments left. For a series, consider an earlier end, or free space or move to a higher plan.