

Cancel a celebration

Hide one occurrence from the calendar without deleting its recurring schedule.

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Before you begin

- ✓ You must have the Manage Mass schedules permission.
- ✓ Confirm the place of worship, date and time of the celebration to cancel.
- ✓ Prepare a reason if you want to include it in an optional notice.

1

STEP 1 OF 4 · 1 MIN

Find the celebration

Open Schedules, remain under «Celebrations» and check the «Place of Worship». Then open «Exceptions».

Go to the correct week and identify the celebration by checking its day and time. Items marked «manual» are one-off additions: their trash action undoes the addition instead of creating a cancellation.

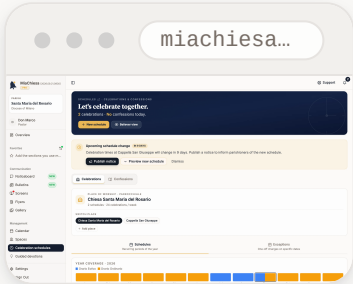


Fig. 1 Check the place of worship first; the cancellation applies to one occurrence in its calendar.

2

STEP 2 OF 4 · 1 MIN

Open the cancellation confirmation

On a celebration generated by a schedule, select the «Remove celebration» trash action. It is not removed immediately: «Cancel this celebration» opens.

Check the date and time in the dialog. The cancellation does not delete the weekly pattern and can be restored from the same tab.

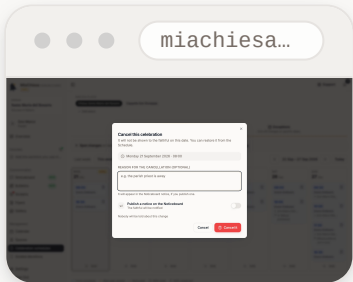


Fig. 2 The confirmation identifies the selected occurrence; the celebration has not been cancelled yet.

3

STEP 3 OF 4 · 1 MIN

Add the reason and choose the notice

«Reason for the cancellation» is optional. If entered, it is stored with the removal and can appear in the board notice.

When the board option is available, choose whether to publish the notice with the cancellation. The exception is saved before any notice is published.

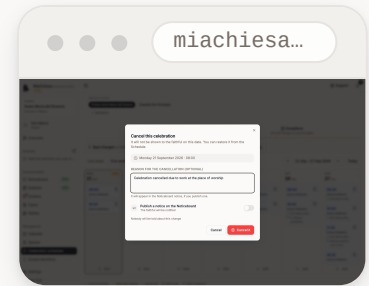


Fig. 3 The reason is prepared for demonstration; «Cancel it» has not been selected and the calendar is unchanged.

4

STEP 4 OF 4 · 1 MIN

Cancel or restore

Select «Cancel it». Staff continue to see the occurrence as removed, with a struck-through time and «removed» badge, but it is not shown to believers on that date.

If the celebration is reinstated, use «Restore celebration» on the removed item. Restoring deletes the exception and leaves the recurring schedule unchanged.

To change every recurrence, edit or deactivate the affected schedule.

What you have achieved

- ✓ The single occurrence is excluded from the calendar shown to believers.
- ✓ The recurring schedule remains available on other dates.
- ✓ The cancellation can be restored from the Exceptions tab.

Troubleshooting

The trash action immediately undid an item



The item was a manual addition, so the trash action undoes that addition. The cancellation dialog opens for occurrences generated by a schedule.