

Move or duplicate several appointments at once

Select several appointments in the Week view and move them by a week, duplicate them, change their visibility or delete them in one go.

3 min · Available · 2026-09-26

Before you begin

- ✓ You need Manage calendar appointments.
- ✓ Multiple selection is available in the Week view.

1

STEP 1 OF 4 · 30 S

Select the first appointment

Open **Calendar** in the **Week** view. Hold Shift and click the first appointment: instead of opening, it is highlighted with a gold border.

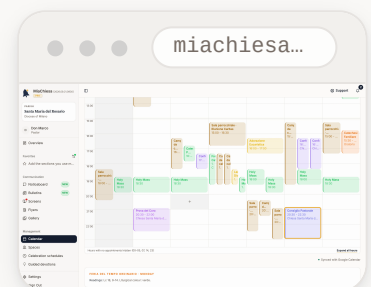


Fig. 1 Select the first appointment with Shift-click.

2

STEP 2 OF 4 · 30 S

Add the others

While the selection is active, a plain click adds or removes an appointment. You can also drag on an empty area of the grid: every appointment the box touches is selected.

The bar at the bottom shows how many appointments are selected and their titles; the **X** on the right clears the selection.

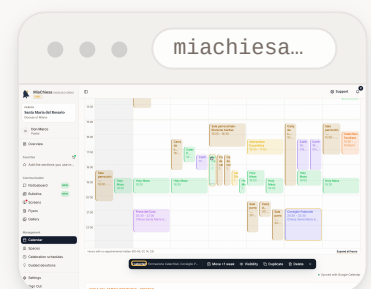


Fig. 2 The bar lists the first selected titles.

3

STEP 3 OF 4 · 1 MIN

Move, duplicate or change visibility

In the bar, **Move +1 week** moves the selected appointments to the following week; **Duplicate** creates a copy one week later; **Visibility** makes them **Public**, **Parishioners** or **Staff only**. When done, for example **2 appointments updated** appears and the selection clears.

Monthly limit

Before duplicating, the app checks how many appointments you can still create this month: if there are not enough for all of them, nothing is created.

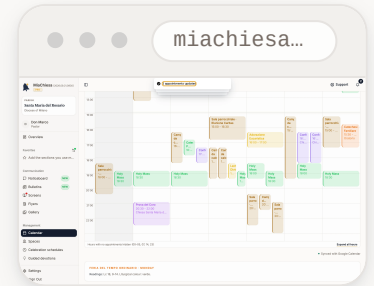


Fig. 3 Moved appointments appear in the following week.

4

STEP 4 OF 4 · 30 S

Delete several appointments

Delete in the bar opens **Confirm deletion** with the number of selected appointments. Confirm with **Delete**.

Permanent deletion

Deleted appointments cannot be recovered.

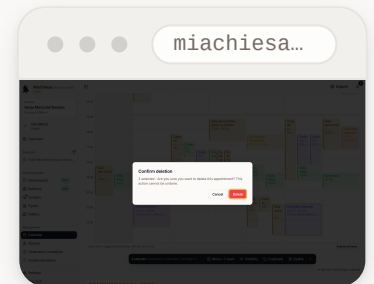


Fig. 4 Check the number before confirming.

What you have achieved

- ✓ The selected appointments are moved, duplicated, updated or deleted in one go.

Troubleshooting

Clicking opens the appointment instead of selecting it



Select the first appointment while holding Shift; after that a plain click is enough.

I see “Not enough appointments left this month to duplicate them all.”



The monthly limit does not cover every copy: select fewer appointments or duplicate them later.

I can't see the selection bar



Multiple selection is available only in the Week view and with Manage calendar appointments.