

Import an iCal calendar

Upload an .ics file or read an iCal URL, select events, and apply place, type and colour before importing.

8 min · Available: every imported appointment counts toward the monthly allowance · 2026-09-25

Before you begin

- ✓ Sign in to the staff area with "Manage calendar appointments" for the destination scope.
- ✓ Check the month's appointment counter: the import is not blocked, but every imported item takes a place.
- ✓ Have an .ics file no larger than 5 MB or a public HTTP or HTTPS iCal URL ready.

1

STEP 1 OF 6 · 1 MIN

Open the importer

Open Calendar in the correct scope and select Import in the toolbar. The control appears only where you can manage appointments. In a bulk-operation Pastoral Unit, permission on at least one community is enough to open it, but you can import only into authorized destinations.

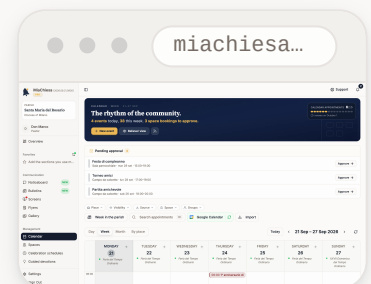


Fig. 1 Import opens the iCal flow in the active calendar scope.

2

STEP 2 OF 6 · 2 MIN

Choose a file or URL

At the Upload step, choose File and select a document with an .ics extension. The browser rejects other files and files over 5 MB. After reading it, the flow advances automatically to Configure when it finds at least one valid event.

Alternatively open URL, paste the subscription link and select Upload. Only public HTTP or HTTPS addresses are accepted. The service rejects local or private hosts, redirects, unreachable responses, content without VCALENDAR and responses over 10 MB.

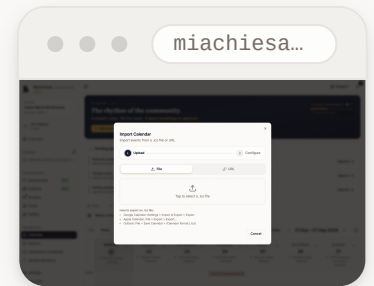


Fig. 2 File reads an .ics document from the device; URL reads a calendar from a public web address.

3

STEP 3 OF 6

Check the link before loading

Check that the link starts with HTTP or HTTPS and points directly to the public calendar. Select Upload after checking it; the illustrated address is an example.

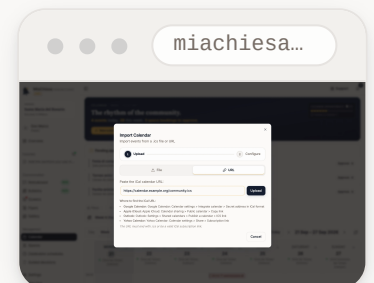


Fig. 3 The example address uses the required format: it has not been retrieved and no appointment has been imported.

4

STEP 4 OF 6 · 2 MIN

Filter the events to import

Under Configure, From initially uses the current day; earlier events stay hidden and are removed from the selection. You can add a To date and search by title. When a filter hides an event, that event is not imported.

Review the checkboxes in the list. Visible events are selected automatically after loading; use Select all or clear items that you do not want to create. The recurrence icon identifies events that have a repeat rule in the file.

Map place, type and colour

Under Map events, you can choose one Place of worship, Type and Colour for the batch. These choices apply to every selected event. Without changes, MiaChiesa uses Special Event and blue. From the file it keeps the title, description, dates and times; for recurring events it keeps only the basic frequency (daily, weekly, monthly or yearly) and the end date. A series that ends "after N occurrences" gets the date of its last occurrence as its end.

Choosing a place of worship replaces the textual iCal location. Without that choice, a location from the file becomes a custom place; when it is absent, the appointment has no place. Imported items are created with Public visibility and an ICS File source.

Simplified recurrence

Intervals such as "every 2 weeks", specific weekdays, rules such as "the first Sunday of the month" and excluded dates in the file are not imported: the series repeats with the basic frequency only, starting from its start date. After importing, open the recurring appointments and correct their recurrence with Custom.

Import and check the result

Select Import followed by the selected event count. The insert is one operation: if it fails, none of the batch is created. A merged Pastoral Unit receives one Unit-owned copy; in bulk mode, each event is duplicated into the selected authorized communities.

After confirmation, use the Source filter and choose ICS File to isolate the imported appointments. Check the title, date and place on several items before treating the operation as complete.

Counts toward the monthly allowance

A file import is never refused because of the allowance: every selected event is created. Each one still takes a place in the month it falls in; a series with an end date takes a place in every month it spans, up to 24, and in bulk mode each copy counts as an appointment of its own. If a month goes over the allowance, you cannot create more appointments in that month until you free space or change plan.

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This is not continuous synchronization

The import creates appointments with an ICS File source. MiaChiesa does not automatically update those rows when the external calendar changes, so importing again can create duplicates.

What you have achieved

- ✓ The selected events have been created in the calendar with the chosen mapping.
- ✓ Imported appointments can be identified with Source → ICS File.

Troubleshooting

The file is not accepted



Check that its name ends in .ics, it is no larger than 5 MB and it contains at least one valid iCalendar event. A calendar with no events shows a dedicated message.

The URL is valid but the calendar cannot be retrieved



Use a public HTTP or HTTPS link that returns iCal content directly. Local or private hosts, redirects, timeouts, responses over 10 MB and content without VCALENDAR are rejected.

Some events are missing from the selection



Review From, To and the title search. Events hidden by the filters are removed from the selection and will not be imported.

The import creates no appointments



Confirm that at least one event and an authorized destination are selected. The monthly allowance does not block a file import. The insert is a single operation, so one error prevents the whole batch from being created.

An imported series repeats on the wrong days



The import keeps only the basic frequency and the end date. Open the appointment, choose Custom under Recurrence, set the interval, days and excluded dates, then save.