

Add and edit places of worship

Create the page of the community's churches, chapels and oratories and keep address, photos, accessibility and public visibility up to date.

5 min · Available · 2026-09-26

Before you begin

- ✓ You need the Manage places and celebrations permission.

1 STEP 1 OF 4 · 30 S

Open Places of worship

Open **Settings** → **Places of worship**. At the top you find the **Parish church** with Masses, opening and gallery; below, the **Subsidiaries · chapels · oratories** list, which you can reorder by dragging rows.

To create a new place select **Add place**.

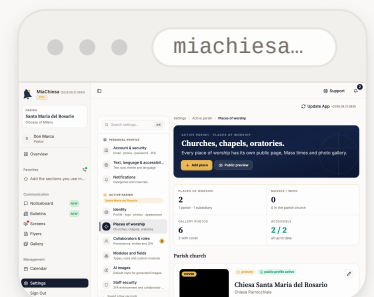


Fig. 1 Every place has its own public page.

2 STEP 2 OF 4 · 2 MIN

Fill in the page

In **New place of worship** fill in **Official name** (required) and choose the **Type**. Optional: **Known as** (the popular name) and the CEI code.

In **Address and location** enter **Address**, **Postcode** and **Town**: they appear on the public page and in directions.

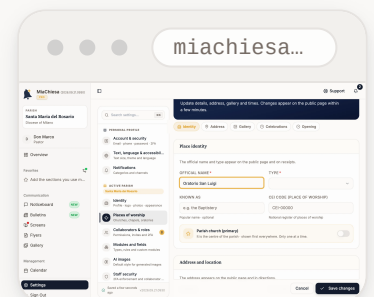


Fig. 2 Official name is the only required field.

3

STEP 3 OF 4 · 30 S

Save the place

Select **Save changes: Place created** appears and the place joins the subsidiaries list. Photos are added after the first save: reopen the page and use **Upload** in the **Photo gallery**.

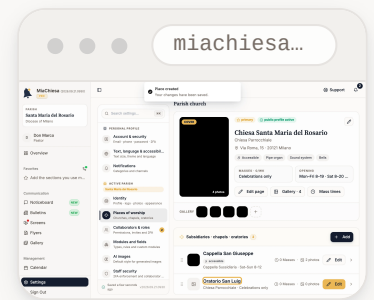


Fig. 3 The new place shows up in the list straight away.

4

STEP 4 OF 4 · 1 MIN

Edit opening and visibility

Select **Edit** on a place. The tabs at the top jump to **Identity**, **Address**, **Gallery**, **Celebrations** and **Opening**. In **Opening and accessibility** set opening hours, phone, **Facilities and services** and the **Wheelchair accessible**, **Public profile active** and **Show Mass times on the public page** switches. Save with **Save changes: Page updated** appears.

Mass times are not changed here: they are managed in «Orari celebrazioni», via **Manage celebrations**.

Deleting a place

Delete place... asks whether to keep the linked data or delete it with the place. This action cannot be undone.

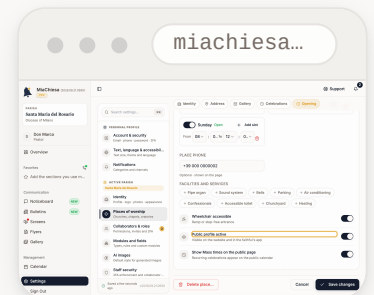


Fig. 4 Public profile active makes the place visible on the website and in the faithful's app.

What you have achieved



Every place of worship has a page with address, photos and services.



Believers see the places whose public profile is active.

Troubleshooting

Save changes stays disabled



Fill in Official name: it is required.

I see "Save the place before adding photos."



Save the new place, then reopen its page to upload photos.

I see "Save failed"



The changes were not saved. Try again.

I can't change Mass times



They are read-only here: use Manage celebrations to open «Orari celebrazioni».