

How the monthly appointment allowance counts

Understand how many places each one-off or recurring appointment takes, when the count resets and what happens with imports and syncs.

8 min · Base 5 per month, Essentials 10, Pro 15, Max unlimited · 2026-09-25

Before you begin

- ✓ Sign in to the dashboard with access that allows you to manage calendar appointments.
- ✓ Check the active community or pastoral unit: the allowance belongs to the space that owns the appointment.

SECTION 1

How many appointments per month

Every plan includes a number of **places per month** for calendar appointments: **Base 5, Essentials 10, Pro 15, Max unlimited**. The allowance applies to the community or pastoral unit that owns the appointment.

The community or pastoral unit can add places with extra packs and with one-off extras, which do not expire and are used once the plan's places run out. Appointments created inside a group use the group's own counters instead, described in the group limits guide.

Celebration and confession times generated from schedules are not appointments and do not use places.

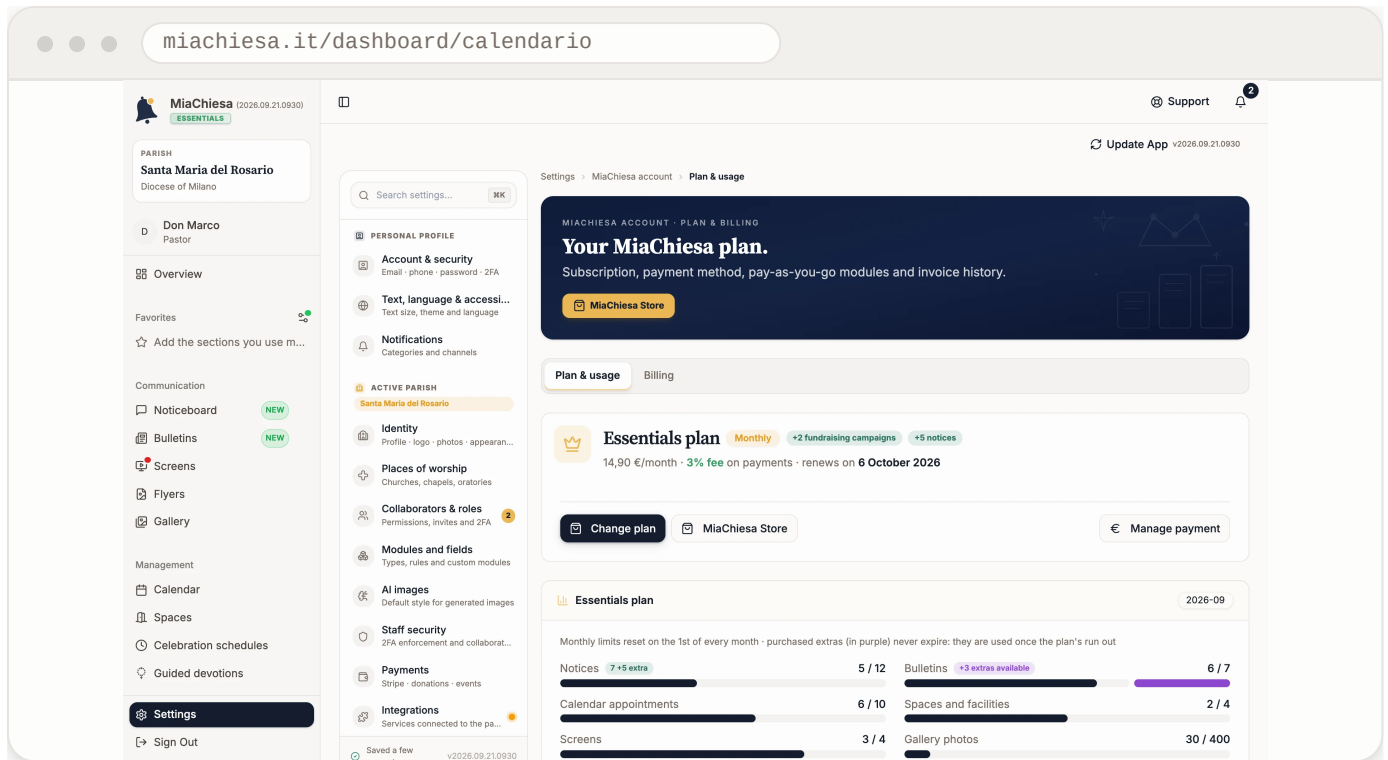


Fig. 1 In Plan & usage the Calendar appointments row shows the places used this month against the plan's allowance.

SECTION 2

Where you see the count

In the dashboard **Calendar**, the **Calendar appointments** indicator at the top right shows the places used and the renewal date, for example "6/10 · renews on 1 October". When open-ended recurring series fall in the month, the indicator adds how many of them stay after the renewal.

Select the indicator to open the details: you see the plan's allowance, the month's **Usage** and how many entries you can still add before the renewal. **How does it work?** opens the public limits page; the plan button leads to the available options.

The same count appears in **Settings > Plan & usage**, together with the plan's other limits.

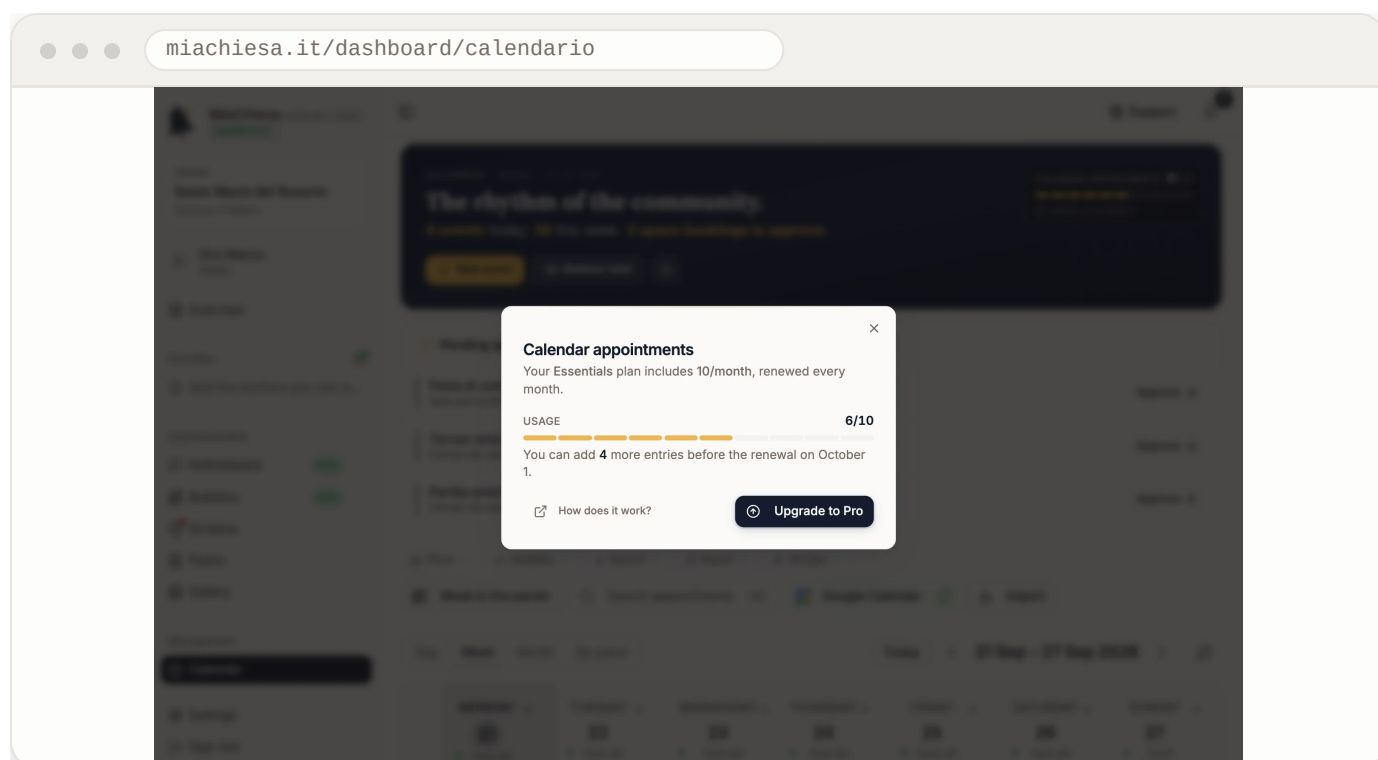


Fig. 2 The details show the plan's allowance, the month's usage and how many entries you can still add before the renewal.

SECTION 3

How each appointment counts

Places taken by appointment type

Appointment	Places taken
One-off	1 place in the month it takes place.
Recurring with an end date	1 place in every month between the start and the end, up to 24 months.
Recurring "After N occurrences"	Saved with a real end date, the date of the last occurrence: it counts as a series with an end date.
Recurring with no end, daily or weekly (including every 2 weeks)	1 place in every month, because it falls in every month.
Recurring with no end, every N months	1 place only in the months where it has an occurrence.

Appointment	Places taken
Recurring with no end, yearly	1 place only in the month of the year when it falls.
Recurring with no end on a weekday of the month (for example the first Sunday, from Google Calendar)	1 place in the months where it falls, every N months.

A series is one place per month

A weekly meeting takes 1 place per month, not one per week: the series counts, not the number of dates.

SECTION 4

Examples on the Base plan

Base plan: 5 places per month

Example	How it counts	Places in October
Catechism every Thursday, no end	1 place every month, while the series stays open	1
Patronal feast every year on 15 August, no end	1 place only in August, every year	0
Marriage preparation course every Tuesday from 6 October to 15 December	1 place in October, November and December	1
Pastoral council meeting on 14 October	1 place in its month	1
Adoration every 2 months from October, no end	1 place in October, December, February and so on	1

In this example October reaches **4/5**: one place is still free. In November the catechism and the course stay counted (2/5); in December the catechism, the course and the adoration (3/5).

SECTION 5

Renewal and returned places

On the **1st of every month** the month's count resets. Open-ended recurring series that also fall in the new month are counted again straight away: this is why the renewal does not free the weekly catechism's place.

If you delete a one-off appointment that **has not started yet**, its place becomes available again in its month. An appointment in the past does not return its place. Deleting a series with an end date returns the places from the current month onwards.

An open-ended series does not take places in advance: if you delete it or give it an end date, the following months no longer count it.

SECTION 6

When the month is full

If a month covered by the appointment has no places left, **Save & publish** does not create the appointment and opens the limit window, with the solutions available for your plan. A series with an end date is checked in every month it spans.

To free places you can delete future appointments you no longer need, close an open-ended series with an end date, wait for the renewal on the 1st or change plan.

Extra places

Purchased extras are used only once the plan's places run out and do not expire at the end of the month. On a row at its limit in Plan & usage, the add-pack control appears when the Store is available to your access.

[Compare plans](#)

SECTION 7

Imports and syncs

Google Calendar

Before importing, the sync checks the month's places. Events in a full month are not imported.

- ✓ When it finishes, the limit window opens, for example with "3 events from Google

ICS file

A file import is not refused because of the monthly allowance, but every imported appointment takes a place.

- ✓ After a large import the counter can go over the allowance

Calendar were not imported."

- ✓ The calendar shows "Sync from Google Calendar blocked" with the month and a Change plan button
- ✓ The events are unblocked when places free up or after a plan change

- ✓ While the month stays over the allowance, without extra places you cannot create new manual appointments in that month
- ✓ Deleting the imported events returns their places

SECTION 8

Frequently asked questions

Why does the counter not restart from zero on the 1st?



Open-ended recurring series that also fall in the new month are counted again straight away. The indicator shows how many places stay after the renewal.

Does a yearly feast with no end take a place every month?



No. A yearly series with no end takes a place only in the month of the year when it falls.

Do a group's appointments use the community's places?



No. Each group has its own monthly counters, with the same limits as the community's or pastoral unit's plan.

What you have achieved

- ✓ You can read the monthly count in the Calendar and in Plan & usage.
- ✓ You can predict how many places a one-off appointment, a series with an end date and an open-ended series take.

Troubleshooting

Save & publish opens the limit window ✕

At least one month covered by the appointment is full. Check the month shown, delete unnecessary future appointments or close an open-ended series, then try again; otherwise change plan.

The counter shows more appointments than the allowance ✕

This happens after an ICS file import, which is not blocked. While the month stays over the allowance, new manual appointments in that month are refused.