

Edit an appointment

Open an existing appointment, correct its details, and review visibility, recurrence, location and linked publications before saving.

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Before you begin

- ✓ Sign in to the staff area with "Manage calendar appointments" for the scope that owns the appointment.
- ✓ Open the correct community or Pastoral Unit calendar and have the revised details ready.

1

STEP 1 OF 5 · 1 MIN

Find the correct appointment

Open Calendar and choose Day, Week or Month. Use Search appointments or the filters to narrow the list. Check the title, date, time and place before opening the item, especially when appointments have similar names.

Celebrations and confessions generated from schedules are not edited as ordinary appointments: the calendar sends you to Celebration times. Projections from other sections must likewise be corrected at their source.

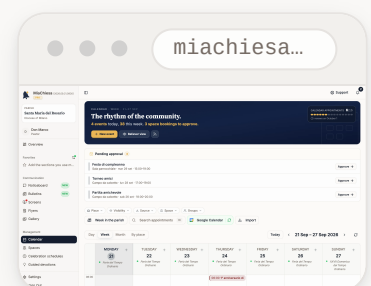


Fig. 1 The calendar brings search, filters and views together so you can identify the appointment before opening it.

2

STEP 2 OF 5 · 1 MIN

Open the edit page

Select the appointment in the grid. For an item you can manage, MiaChiesa opens Edit appointment with its saved values filled in. The same form opens when you choose a result from Search appointments. If your permission does not apply to the owning scope, the page shows access denied.

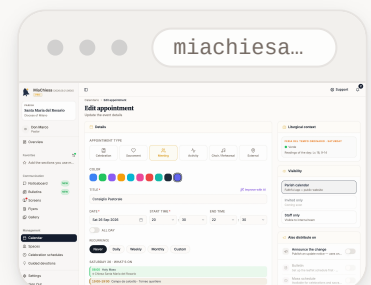


Fig. 2 The page shows the existing type, colour, title, date, times and recurrence.

3

STEP 3 OF 5 · 2 MIN

Correct details and scope

Change only what is needed. Title, date and start time are required, and the end time must follow the start. Review Type, Colour, Location and Notes. For a place of worship, room, custom place or online meeting, complete the fields required by that location type.

When the appointment recurs, the page describes the saved series: changing its frequency or end updates the recurrence rather than one displayed occurrence. If you choose a room, resolve any reported conflicts before continuing.

If the series has no end, setting an end date frees the place it took in the months after that date.

Review visibility

Parish calendar and Staff only are selectable. Invited only is visible but marked Coming soon and remains disabled.

4

STEP 4 OF 5 · 1 MIN

Review linked publications

In the side column review Visibility and Also publish to. Announce the change creates a new update notice and uses one of the month's notices, so it is unnecessary for a small internal correction.

Noticeboard, Bulletin and Celebration times are additional actions: saving the appointment alone does not guarantee that every linked publication succeeds.

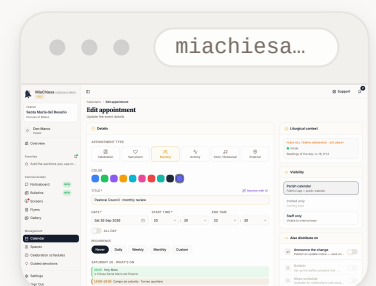


Fig. 3 The new title is prepared and unsaved; the distribution controls on the right remain off.

5

STEP 5 OF 5 · 2 MIN

Save and verify

Select Save changes. When the update finishes, MiaChiesa returns to the previous page and confirms the change. Reopen the appointment or find it in the calendar to verify its title, date, time, place and visibility.

Use Delete only when you intend to remove the appointment; the confirmation explains that the action cannot be undone. Cancel leaves without applying the current edits.

What you have achieved

- ✓ The appointment displays the saved details in the calendar that owns it.
- ✓ Visibility, recurrence and additional publications have been checked separately.

Troubleshooting

The appointment does not open the edit form ✕

Check that it is an ordinary calendar appointment and that “Manage calendar appointments” applies to its scope. Items generated by schedules or other sections must be edited at the source named by the interface.

Save changes reports missing fields or a conflict ✕

Review Title, date, start time, the order of the times and the fields required by the location type. If you selected a busy room or place, change the time or location, or assess the warning deliberately.

The appointment changed but the notice or Celebration times did not ✕

Those are additional operations. Review the message shown after saving and check Noticeboard, Bulletin or Celebration times separately before repeating the action.