

Work with the pastoral unit's merged identity

Edit the profile, photos and channels of the shared Merged identity while recognizing settings that remain community-specific.

4 min · Pastoral Unit add-on with at least Essentials · 2026-09-21

Before you begin

- ✓ Select an active pastoral unit in Merged mode.
- ✓ You need "Edit parish details" in the pastoral-unit scope.

1

STEP 1 OF 4 · 1 MIN

Open the pastoral-unit identity

From the pastoral-unit context, open Settings → Identity. Active UP · Identity and the Unità Pastorale Centro Storico name confirm that you are working on the shared identity rather than an individual community page.

In Merged mode, Profile reads and edits the pastoral-unit row. Public preview and Share link, which are available for an individual community, do not appear in this view.

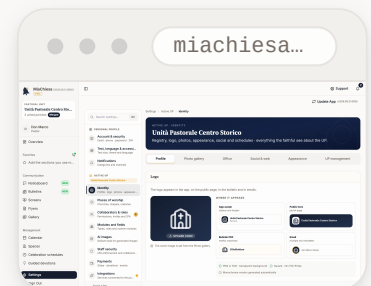


Fig. 1 The unit name and Active UP label identify the merged scope; no details have been changed.

2

STEP 2 OF 4 · 1 MIN

Recognize shared sections

Profile, Photo gallery, Social & web and Appearance act on the unit identity. Choose Photo gallery to view the shared image area: uploads and the cover belong to the pastoral unit.

The capture opens the gallery without uploading files, reordering photos or changing the cover.

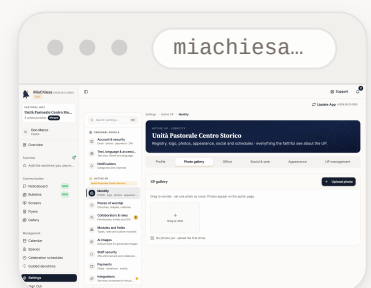


Fig. 2 The UP gallery is open; no photo is uploaded or saved in the capture.

3

STEP 3 OF 4 · 1 MIN

Prepare a profile change

Return to Profile and edit Pastoral Unit Name only after checking the scope in the heading. The same form also manages the merged identity's description, logo, leader, address, rite, confession and jurisdiction.

The capture replaces the name with "Unità Pastorale Centro Storico – Community" but does not select Save changes. The value remains prepared in the form and is not stored.

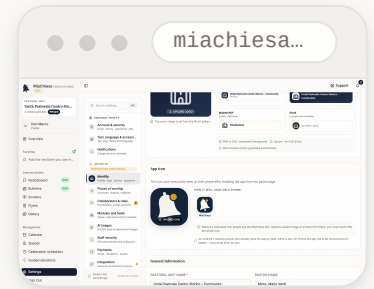


Fig. 3 The new name is only prepared in the form; the public identity has not been updated.

4

STEP 4 OF 4 · 1 MIN

Separate local settings

Office covers physical hours and contact details and remains community-specific even in Merged mode. On that tab, use Settings of to choose the correct member before making changes. UP management instead contains content import and unit-member configuration.

Always check the owner

Active UP identifies the merged identity. A Settings of selector instead identifies a local setting for the selected community.

What you have achieved

- ✓ You can recognize when Identity edits the merged pastoral unit.
- ✓ You prepared a name change without saving it and know which settings remain community-specific.

Troubleshooting

Identity shows an individual community name



Check the active context and unit mode. The merged identity is available in the pastoral-unit context when the unit uses Merged mode.

I cannot see UP management



The tab appears only in the identity of a pastoral unit using Merged mode.

I cannot open Identity



Check Edit parish details in the current scope and confirm that the Pastoral Unit add-on is active.