

Share an appointment

Prepare a notice from an appointment and publish it with the save operation, keeping date, time and location consistent.

5 min · Available with the permissions listed · 2026-09-21

Before you begin

- ✓ You have "Manage calendar appointments" and "Manage noticeboard" in the appointment's scope.
- ✓ The appointment is an editable calendar item, not a projection managed by another section.
- ✓ Review the appointment data before preparing the notice.

1 STEP 1 OF 3 · 1 MIN

Open the correct appointment

Open Calendar, find the appointment and open Edit appointment. Check its title, date and time before distributing it: the notice text is built from the values in the form.

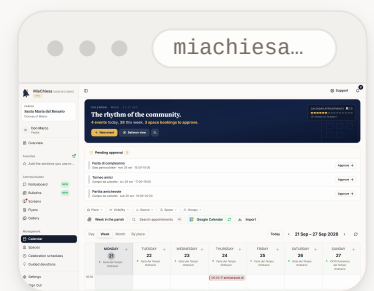


Fig. 1 The calendar helps identify the item to announce before editing it.

2 STEP 2 OF 3 · 1 MIN

Find Also distribute on

Review the form and scroll to Also distribute on. For an existing appointment, the noticeboard channel appears as Announce the change. Its description explains that saving creates an update notice and uses one of the month's notices.

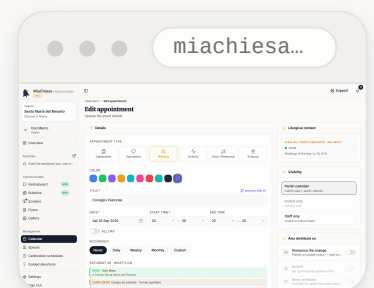


Fig. 2 Announce the change is still off, and no notice has been prepared or published.

3

STEP 3 OF 3 · 3 MIN

Prepare the notice and save

Turn on Announce the change. MiaChiesa prepares a preview with the current title, type, date, time, location and description. Choose Edit to adjust only the notice text, visibility or audience.

Review both the appointment and the preview, then choose Save changes. The switch alone does not publish anything: the notice is created during a successful appointment save.

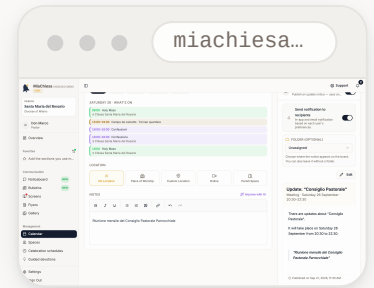


Fig. 3 The update notice is prepared in the form; the capture is taken before Save changes, so neither the appointment nor the noticeboard has changed.

What you have achieved

- ✓ Saving keeps the appointment changes and creates its update notice on the noticeboard.
- ✓ The notice uses the reviewed form data and can be checked in Communications.

Troubleshooting

Announce the change is disabled



Check "Manage noticeboard" for the appointment's scope and the monthly notice allowance. Calendar permission alone does not allow publishing.

The preview does not reflect a correction



Fields you have not edited directly follow the host form. If you opened Edit and changed the notice title or body, those fields stop updating automatically.

The switch is on, but there is no notice on the board



Turning it on only prepares the preview. Choose Save changes and check the final message; if saving fails, no notice is created.