

Manage the community calendar link

Generate the subscription link to the public calendar of the community or of a group, publish it on the website and regenerate or revoke it when needed, knowing what it contains.

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Before you begin

- ✓ Sign in to the dashboard with access that allows you to manage calendar appointments.
- ✓ Select the community or pastoral unit that should own the link.

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Open the calendar

Open **Calendar** in the dashboard. In the header, next to **New event** and **Faithful view**, there is the round button with the feed icon: its screen-reader label is "Subscribe to calendar".

In a pastoral unit with a unified identity the link belongs to the pastoral unit; otherwise to the selected community.

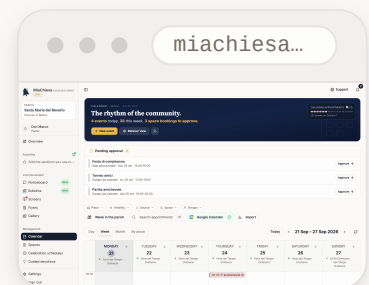


Fig. 1 The button with the feed icon opens the subscription link management.

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Generate the link

Add to your calendar opens. If there is no link yet, select **Generate Link**. The link will also be available to believers, from the **Add to your calendar** button in their Calendar.

People who cannot manage appointments see "The calendar link has not been enabled by the administrators yet." instead.

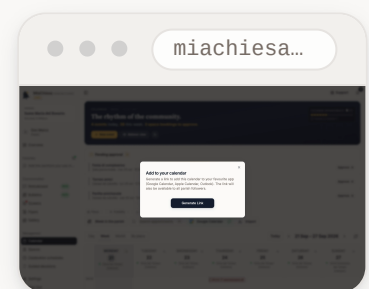


Fig. 2 No link is active: the window only offers Generate Link.

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Check and share the link

After “Subscription link generated”, the window shows **Subscription URL**, **Add to Calendar**, **Copy URL**, the **How to add the calendar** instructions and the **Regenerate URL** and **Revoke access** commands.

The link contains the calendar’s **public appointments**, with recurring series complete with interval, days, end and excluded dates, in Italian time. It also includes approved space bookings shown on the calendar, as busy blocks labelled “occupata”, without names. It does not include followers-only appointments, and celebration times generated from schedules are not part of it.

A public link

Anyone with the link reads the public appointments without signing in. You can publish it freely, but if it is misused you can regenerate or revoke it.

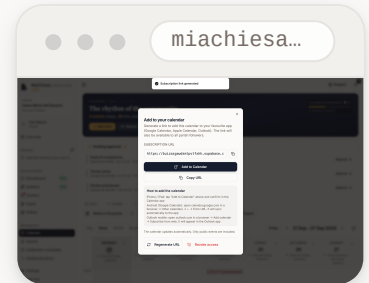


Fig. 3 The link was generated with Generate Link; no calendar app has been subscribed yet.

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Regenerate the URL

Select **Regenerate URL** to replace the link. The confirmation warns that all existing subscriptions will break: select **Confirm** only if that is what you want.

After confirming, the old link stops working and the new one appears. Believers find the new link in Add to your calendar, but existing subscribers must subscribe again.

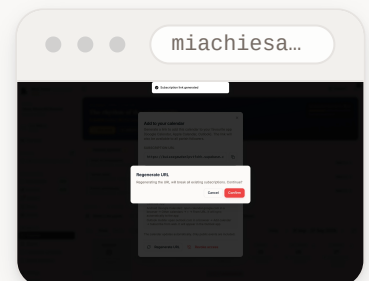


Fig. 4 The Regenerate URL confirmation is open; the link has not been replaced yet.

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Revoke access

Select **Revoke access** and then **Confirm** to turn the link off without creating another one. "Calendar access revoked" appears: existing subscriptions stop updating and the window offers **Generate Link** again.

After revoking, believers again see that the link has not been enabled yet. To turn it back on, generate a new link.

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A group's calendar link

A group can have its own link too. Open **Groups & Associations**, open the group and its **Calendar** tab ("Group calendar"): the **Add to your calendar** button opens the same dialog, with **Generate Link**, **Copy URL**, **Regenerate URL** and **Revoke access**.

The group link contains only the group's public appointments. Group administrators and moderators can generate, regenerate and revoke it.

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Put the link on the parish website

The link is a public address: you can publish it on the parish website, for example with an "Add to calendar" button, on social media or in an email. Whoever opens it adds the calendar to Google Calendar (in a browser: Other calendars → + → From URL), to the iPhone Calendar or to Outlook, and updates arrive on their own.

MiaChiesa does not offer a calendar box to embed in website pages: on the website you publish the link. If you regenerate or revoke it, update the website too.

What you have achieved



The public calendar has an active subscription link, which believers find in Add to your calendar.



You know how to regenerate or revoke the link, knowing that existing subscriptions stop working.

Troubleshooting

An appointment does not appear in the subscribed calendar

Check that its visibility is public: the link does not include followers-only appointments. Also allow for the external app's update schedule.

I cannot see Generate Link

Your access does not allow you to manage calendar appointments in this community. Ask whoever administers the community.

The link on the website stopped working

It was probably regenerated or revoked. Open Add to your calendar, copy the new link with Copy URL and replace it on the website.