

Sync Google Calendar

Start a manual sync and check its summary before treating it as complete.

5 min · Integrations module active · 2026-09-25

Before you begin

- ✓ Open the community or pastoral unit that owns the connection.
- ✓ Google Calendar must already be configured and your access must include Sync Google Calendar.

1

STEP 1 OF 5 · 1 MIN

Open Integrations

Open Settings > Integrations in the correct context. If you work in a pastoral unit that manages communities separately, select the community first.

Find Google Calendar among the connected services. The "connected" label means that a configuration exists; by itself it does not prove that the latest exchange succeeded.

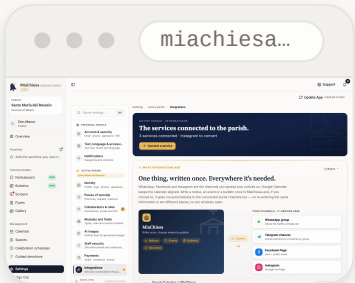


Fig. 1 Start from the context that owns the connection and find Google Calendar in the list.

2

STEP 2 OF 5 · 1 MIN

Check the connection

The row shows the account or calendar, a short direction label, the number of imported events and, when available, how long ago the last sync ran.

Open the row and check Google account, Google Calendar, Connection and Period. The direction can be push only, pull only or two-way; the manual action follows that configuration.

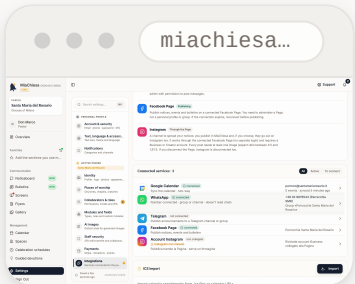


Fig. 2 The row summarises configuration and recent activity, but does not by itself certify the result of the latest exchange.

3

STEP 3 OF 5 · 2 MIN

Start a manual sync

In the Google Calendar panel, select Sync. Wait for the final message and do not repeat the action while it is running.

The message may list new, updated, deleted or Google-bound events and may report conflicts. Sync exchanges supported fields according to the configured direction, period and rules; check important appointments instead of assuming that every detail was replaced.

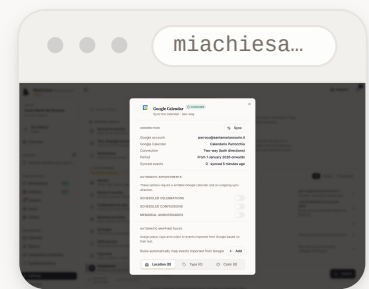


Fig. 3 The panel is ready for a manual sync. The capture does not select Sync or show a remote result.

4

STEP 4 OF 5 · 1 MIN

Recurrence and the monthly allowance

Recurring Google events arrive with their rule: every N weeks, chosen weekdays, “first ... of the month” or “last ... of the month”, yearly repetition and end date. A series that ends “after N occurrences” in Google is saved with the date of its last occurrence as its end. In the other direction, MiaChiesa sends Google the full rule, including excluded dates.

Imported events count toward the allowance

Every event imported from Google takes a place in the monthly appointment allowance, just like one created by hand. Before importing, MiaChiesa checks the months involved: if a month is already full, the new events are not imported and the calendar limit panel appears. They are offered again at the next sync, once you have freed space or changed plan.

[Compare plans](#)

5

STEP 5 OF 5 · 1 MIN

Verify the result

After completion, reopen the panel and check the last-sync time and synced-event count. Verify the title, date, time and place of appointments that matter in the calendar.

If a conflict appears, open Resolve and compare both versions. If the calendar limit panel appears, follow its guidance: blocked events should not be treated as imported.

What you have achieved

- ✓ You started sync in the intended context, direction and period.
- ✓ You checked the summary and important appointments before treating the work as complete.

Troubleshooting

The row asks me to reconnect Google



The configuration exists but the Google account connection is unavailable. Complete reconnection before starting another sync.

Some Google events do not appear in MiaChiesa



Check whether the sync showed the calendar limit panel: when a month is full, new events are not imported. Free space in that month or move to a higher plan, then select Sync again.