

Edit the community profile

Update name, description, logo, public address and appearance: everything believers see of the community in the app and on the public page.

5 min · Available · 2026-09-26

Before you begin

- ✓ You need the Edit parish details permission in the active workspace.
- ✓ Have the logo ready: PNG or SVG, square, at least 512×512 px and at most 5 MB.

1 STEP 1 OF 4 · 30 S

Open Identity

Open **Settings** and choose **Identity**. The **Profile**, **Photo gallery**, **Office**, **Social & web** and **Appearance** tabs gather what believers see of the community.

In **Profile** update name, description, founding year, rite and address. In the **Logo** card use **Upload logo**: the logo appears in the app, on the public page, in the bulletin and in emails.

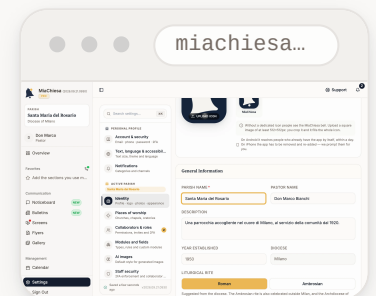


Fig. 1 Profile holds the community's main details.

2 STEP 2 OF 4 · 1 MIN

Choose the public address

In **Social & web** you find the public channels (website, Facebook, Instagram, YouTube, Telegram) and the **Custom MiaChiesa URL**, the public page address after miachiesa.it/.

Use lowercase letters, numbers and hyphens only. If the address is taken, the field tells you: pick another.

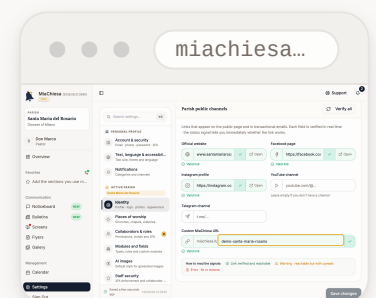


Fig. 2 The custom URL is the public page address.

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STEP 3 OF 4 · 30 S

Save the changes

Select **Save changes**: the button becomes active only after a change. **Profile updated** appears.

The logo is saved with the profile

After uploading, the logo shows in the preview but becomes final only when you select Save changes.

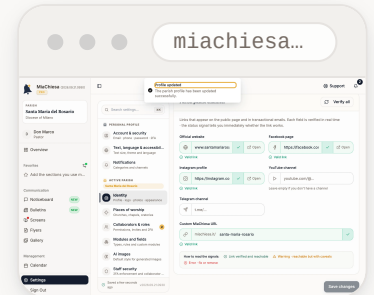


Fig. 3 The message confirms the details were saved.

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STEP 4 OF 4 · 1 MIN

Tune the appearance

In **Appearance** choose a colour preset or customise **Primary colour**, **Secondary colour** and typeface. This tab has its own **Save theme** button, separate from Save changes.

Use **Public preview** at the top to see the page as believers do.

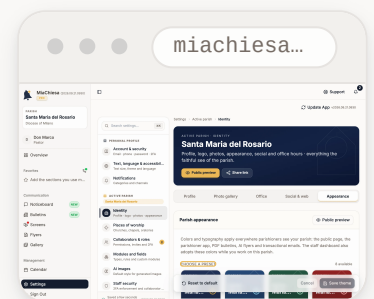


Fig. 4 Presets change the public page's colours and style.

What you have achieved

✓ The community profile is updated in the app and on the public page.

✓ The logo and public address are the ones you chose.

Troubleshooting

The logo does not show in the app



After uploading select Save changes: until you save, the logo stays in the preview only.

I see "Already in use · choose another address"



Another community already uses that URL. Try a variant, for example adding the town.

I see “File too large”



The logo is over 5 MB. Shrink it or export a lighter PNG and try again.

I can't see Public preview or Share link



In a merged pastoral unit these commands are hidden: the public page is the unit's.