

Schedule and cancel group meetings

Add meetings, retreats and celebrations to the group calendar, move them or cancel them while notifying families.

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Before you begin

- ✓ You must be a catechist of the group (or have access to all groups) with the Manage catechism meetings permission.

1

STEP 1 OF 4 · 30 S

Open the group calendar

Open the group and the **Meetings** tab: you see the month calendar and the list of meetings. Select **Add meeting** to create one, or a meeting in the list to edit it.

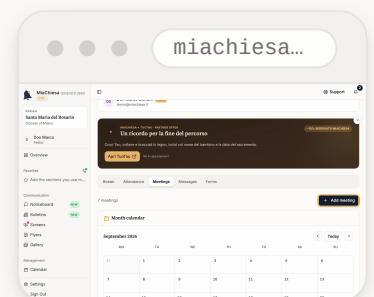


Fig. 1 From here you add or open the group's meetings.

2

STEP 2 OF 4 · 1 MIN

Fill in the meeting

In **Meeting type** choose **Weekly meeting**, **Retreat or outing** or **Celebration**. Write the **Meeting title**, pick the date (taken dates are struck through) and, if needed, add **Practical notes for parents** and attachments.

Times and place start from the group's: change them only if this meeting differs.

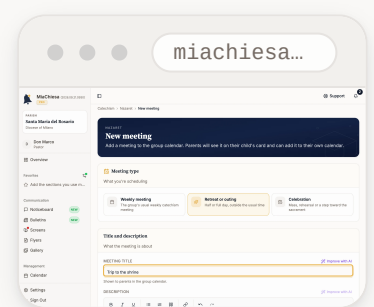


Fig. 2 Type, title and date are the main choices.

3

STEP 3 OF 4 · 30 S

Add it to the calendar

Select **Add to calendar: Meeting created** appears and the meeting enters the group calendar, visible to families. Changing the date of an existing meeting marks it **Moved**.

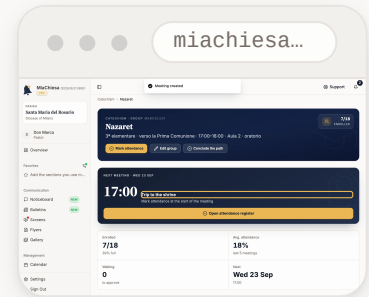


Fig. 3 The new meeting appears in the month calendar.

4

STEP 4 OF 4 · 1 MIN

Cancel a meeting

Open the meeting and, under **Move or cancel**, select **Cancel the meeting**. Write a reason (optional) and confirm: parents get the alert and the meeting stays in the calendar as **Cancelled**.

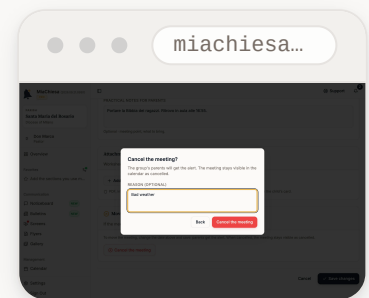


Fig. 4 The reason is shown to families.

What you have achieved

- ✓ The group calendar is up to date and families see the meetings.
- ✓ Cancelled meetings stay visible as cancelled, with the reason.

Troubleshooting

I see "Pick a date"



Select one of the suggested dates or use Other date before saving.

I can't see Cancel the meeting



The meeting is already cancelled or you are creating it now: the command appears only on existing meetings.

I see "You do not have permission to manage this group's meetings."



You are not a catechist of the group or lack the permission. Ask the coordinator.