

Add a programme stop

Organise an event programme with a step, its time, location and practical attendee information.

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

Before you begin

- ✓ You have a saved event with a start date and any additional days already configured.
- ✓ You have “Manage event details” in the owning community’s staff workspace. Concluded or cancelled event details do not allow adding steps.
- ✓ Prepare the step’s title, day, time, duration and location. An itinerary step does not independently reserve a space.

1 STEP 1 OF 5

Open Program and add a step

From Events, open the event detail and select Program. An empty itinerary shows No itinerary steps; otherwise the itinerary is grouped by day.

Choose Add step. The new step belongs to the open event: check its title in the breadcrumb.

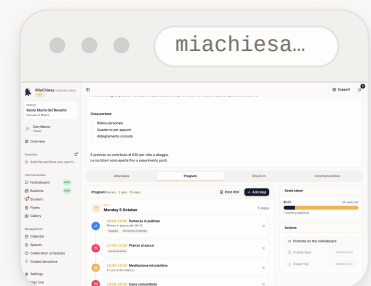


Fig. 1 The event's programme brings its itinerary steps together.

2 STEP 2 OF 5

Set the type and title

Under Step type, choose Logistics for transfers and meeting points, Liturgy for a celebration, Visit, Meal, Free time or Return. The type visually distinguishes activities in the programme.

Enter a recognisable activity in Step title, such as “Guided museum visit”. A title is required to save. Use Description for practical instructions such as where the group should meet.

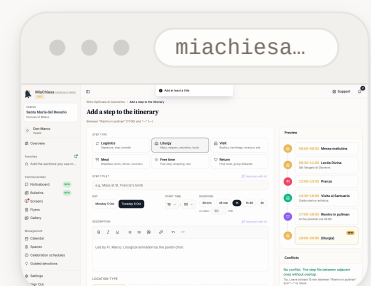


Fig. 2 A title is required: fill it in before saving the step.

3**STEP 3 OF 5**

Set the day, time and duration

Select Day from the event dates, then set Start time and Duration. Choose 30, 45, 60, 90 or 120 minutes, or enter a custom duration. For a visit from 10:00 to 11:00, use 10:00 and 60 minutes.

A new step may suggest the end time of the latest existing step: check it instead of accepting it automatically. Preview sorts the day's steps by time and includes the one you are preparing.

Read Conflicts. If an overlap is reported, adjust the time or duration. The suggestion to allow travel time helps you assess a realistic gap; it does not replace that check.

4**STEP 4 OF 5**

Complete the location, lead and options

Under Location choose a type and its relevant details. Enter the useful contact or name in Lead / guide. For What to bring, type an item and select add or press Enter; repeat for each item, such as "Water bottle" and "Admission ticket".

Keep Visible to attendees enabled when the step belongs in the shared itinerary. Disable it to exclude the step from the attendee view. This visibility setting does not determine what is printed in the PDF.

Options not yet operational

Requires confirmation is marked as coming soon and cannot be enabled. This procedure does not configure push reminders. Choosing a space displays an availability check but does not create a separate booking for the step.

Current PDF printing limitation

The form shows Include in printable PDF, but the current printout includes all programme steps, including those hidden from attendees or with this option disabled. Do not rely on either option to exclude information from the file: inspect the PDF before distributing it.

5

STEP 5 OF 5

Save and check the programme

Choose Add step to save and return to Program. Wait for Step added, then check the title, day and time in the itinerary. If an error appears, return to Program and check the list before trying again.

Save and add another saves the step and prepares the next form; after a successful save, the suggested time continues from the step you just added. To correct an existing step, select it in Program and choose Save changes.

When the programme is complete, choose Print PDF. Check the included steps and information in the downloaded file before distributing it.

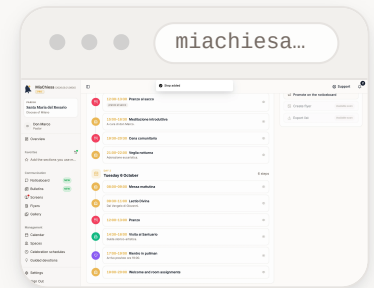


Fig. 3 The new step appears in Program after Add step: this is the saved result.

What you have achieved

- ✓ After Step added, the new step appears under the correct day in Program.
- ✓ You have checked the schedule and attendee visibility and understand that the current printout includes all steps.

Troubleshooting

Add step is missing



Check "Manage event details" for the owning community and the event state. Concluded and cancelled event details are read-only.

I see Add at least a title



Enter non-empty text in Step title and try again.

The day I need is not available



The available days come from the event's Start and End dates. Correct those first, reopen the step and review the whole programme.

There is an overlap or the space is unavailable



Change the time or duration and review adjacent steps. Check bookings for the space: the step's availability check is informational and does not reserve the room.

An excluded step still appears in the PDF



This is a current printing limitation: Include in printable PDF is not applied to the export yet. Steps hidden from attendees can also appear in the file. Review its content before sharing it.