

Add schedules to the bulletin

Insert fixed hours, choose places of worship, and decide which weekly rows to show in the issue.

6 min · Available · 2026-09-21

Before you begin

- ✓ Open Bulletin in the correct scope and identify a non-archived issue to edit.
- ✓ You need Manage bulletin access.
- ✓ Configure the weekly times in Mass Times first.

1

STEP 1 OF 4 · 1 MIN

Open the issue to compose

Open Bulletin from the dashboard and select the issue you want to work on. Check its name, period and status before changing the layout.

An archived issue opens read-only. Restore it only when it should become editable again.

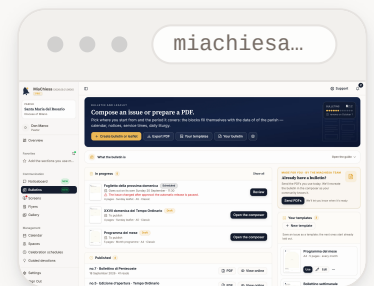


Fig. 1 Open the correct issue from the home page before choosing which times to show.

2

STEP 2 OF 4 · 2 MIN

Open or add Fixed hours

In the composer, select the Fixed hours block already present on the page. The Content panel shows Places of worship and Rows to show.

If the issue has no such block, find From your data in the left column and select Fixed hours. The new block is added to the current page and opened in the right panel.

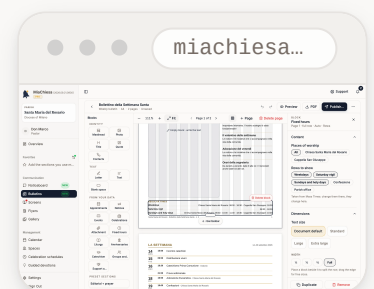


Fig. 2 The selected block reads existing weekly times and lets you choose which parts to print.

3

STEP 3 OF 4 · 2 MIN

Choose places and rows

Choose places of worship. Leave All selected to include every public place in the scope, or select one or more specific places.

Choose weekly rows. Turn Weekdays, Saturday vigil, Sundays and holy days, Confessions and Parish office on or off. Rows keep the order defined by the block.

Review the page. Check that place names, days and times are legible and that the block has enough space.

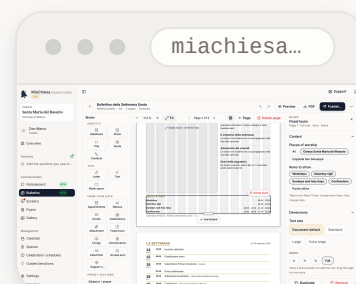


Fig. 3 The block is configured for one place and includes Confessions; this screen does not show that the issue has been published.

4

STEP 4 OF 4 · 1 MIN

Check the schedule source

The Fixed hours block does not contain manually entered times. It reads weekly values from Mass Times: when you correct them at the source, they change here too.

Issue changes save automatically. Still review Preview before publishing, especially after changing places or adding rows.

Fixed hours and period celebrations

Fixed hours shows the usual weekly summary. For celebrations, confessions and date-specific changes, use the Celebrations block, which follows the issue period and Calendar.

What you have achieved



The Fixed hours block shows the chosen places and rows.



The page is ready for preview; publication is separate.

Troubleshooting

A place of worship is missing

Check that the place belongs to the issue scope. All includes public places; a non-public place can appear only when it is available and selected explicitly.

A row is empty or missing

Open Mass Times and configure that time type for the selected place. The bulletin block selects rows but does not create their values.

A special change is missing

Fixed hours shows the usual week. Use the Celebrations block for changes and celebrations linked to Calendar during the issue period.