

Create a celebration schedule

Define a period, weekly pattern and status for a recurring celebration schedule.

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Before you begin

- ✓ You must have the Manage Mass schedules permission.
- ✓ Check the place of worship before you begin.
- ✓ Prepare the name, validity period, weekdays and weekly times.

1

STEP 1 OF 4 · 1 MIN

Check the place and schedules

Open Schedules and remain under «Celebrations». Check the selected place in the «Place of Worship» panel; if several places are available, use «Switch place» before changing any times.

Open «Schedules». The cards show existing recurring periods, while «Year coverage» identifies uncovered or overlapping intervals.

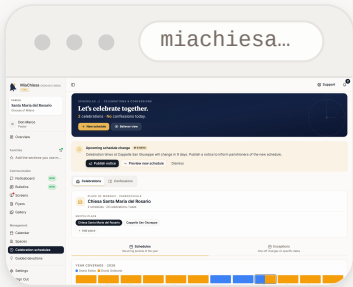


Fig. 1 Check the place of worship and existing schedules before creating another one.

2

STEP 2 OF 4 · 1 MIN

Open the new schedule

Select «New schedule». The «Create a schedule» editor contains the name and status, validity periods and weekly times.

The «Active» control includes the schedule in the calendar while its period is in effect. Turn it off if you want to prepare the schedule without making it operational.

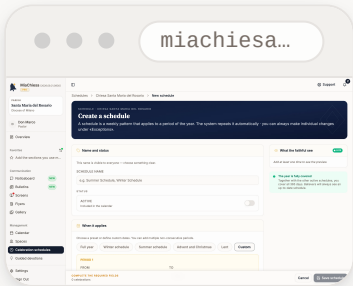


Fig. 2 The new editor is still empty: no schedule has been saved.

3

STEP 3 OF 4 · 4 MIN

Define the period and weekly pattern

Enter a clear public name. Under «When it applies», choose a preset such as «Full year», or choose «Custom» and set «From» and «To». «Add another period» is for non-consecutive intervals that use the same pattern.

Under «Weekly Schedule», use a preset or open a day and select «Add schedule». Check the time, frequency and optional celebrant, notes and calendar group for each entry, then confirm with «Add».

Recurring pattern or one date

Use a schedule for the recurring pattern. To add, move or cancel one occurrence, use «Exceptions» instead.

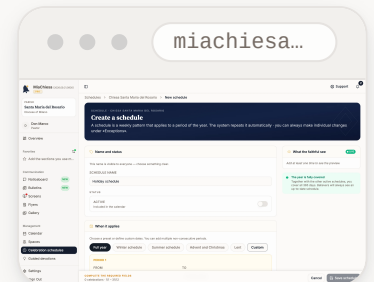


Fig. 3 The name and period are prepared for demonstration, but the form has not been saved and still requires at least one time.

4

STEP 4 OF 4 · 2 MIN

Save and check coverage

When the name, period and at least one time are complete, the bottom bar shows «Ready to save». Select «Save schedule».

Back in the list, check the schedule card and «Year coverage». An overlap with another active schedule blocks saving; an uncovered interval remains visible and can be covered by another schedule.

What you have achieved

- ✓ The recurring schedule is associated with the selected place of worship.
- ✓ The saved period and weekly times contribute to the calendar while the schedule is active.

Troubleshooting

«Save schedule» is disabled

Complete the name, at least one valid period and at least one weekly time; also check for overlap messages.

I cannot see «New schedule»

Check that you have the Manage Mass schedules permission and selected a place of worship that accepts recurring schedules.

I only need to change one date

Do not change the recurring pattern: open «Exceptions» and record the change on the affected date.