

Configure oratory activities

Set the oratory profile and verify which activity modules are enabled in the workspace.

12 min · Available where the Oratory module is enabled · 2026-09-21

Before you begin

- ✓

Open the community or pastoral-unit workspace that you want to configure.
- ✓

Prepare the oratory name, confirmed contacts, venue address and declared capacity.

SECTION 1

Read the oratory overview

Open Oratory and stay on the Overview tab. The “The oratory and its activities” heading identifies the active workspace; in a pastoral unit, also check the selected oratory before changing its profile.

The page combines “Oratory activities” with the profile checklist. “Contact & identity”, “Venue & capacity” and “Membership / affiliation” show which stable details are already present; the activity count includes only modules that your current access can open.

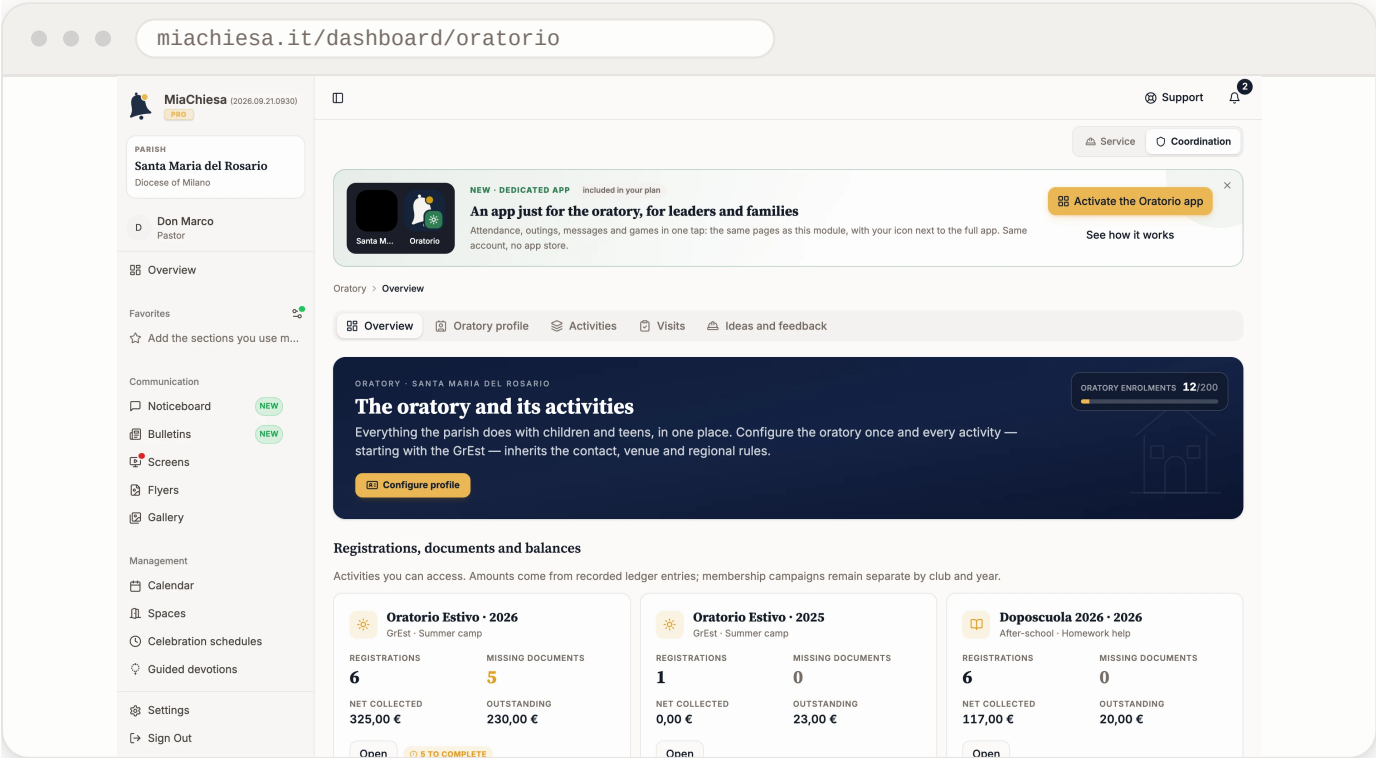


Fig. 1 Overview shows Configure profile and activity cards with registrations, missing documents, net collected and outstanding amounts.

SECTION 2

Open Oratory profile

Select “Configure profile” in the heading or open the “Oratory profile” tab. “Configure the oratory once” starts with details pre-filled from the community; compare them with the real information and correct only what belongs to the oratory.

The profile is optional for using activity modules, but it seeds new editions with stable details. In a pastoral unit with several oratories you must choose one: the aggregate view shows “Select an oratory” and cannot save one shared profile.

SECTION 3

Set identity and contacts

Under “Identity & contact”, check “Oratory name”. For “Contact / person in charge”, search for a registered collaborator or choose “No account? Enter manually” and enter name, email and phone; use “Child-safeguarding contact” when that responsibility belongs to someone else.

“Oratory roles” adds an assignment on top of the collaborator’s main role without replacing it. This control requires staff-management access; if it is absent, complete the profile details and leave role assignment to someone with that access.

The screenshot shows the MiaChiesa dashboard at the URL `miachiesa.it/dashboard/oratorio`. The interface is divided into a left sidebar, a main content area, and a right sidebar.

Left Sidebar:

- Logo: MiaChiesa (2026.09.21.0930) PRO
- PARISH: Santa Maria del Rosario, Diocese of Milano
- User: Don Marco, Pastor
- Overview
- Favorites: Add the sections you use m...
- Communication
 - Noticeboard (NEW)
 - Bulletins (NEW)
 - Screens
 - Flyers
 - Gallery
- Management
 - Calendar
- Settings
- Sign Out

Main Content Area:

Check and correct where needed.

Buttons: Cancel, Save profile

Optional configuration — never required
The GrEst and other activities work end-to-end without filling anything in: this data only pre-fills editions and keeps the rules stable from one year to the next.

Identity & contact

who is responsible for the oratory

ORATORY NAME
Oratorio San Giovanni Bosco

CONTACT / PERSON IN CHARGE
Don Marco Bianchi (demo@miachiesa.it) x
demo@miachies: Phone

CHILD-SAFEGUARDING CONTACT
Search a collaborator...
No account? Enter manually
Email Phone

ORATORY ROLES
No oratory roles assigned yet.
Youth Center Director

Where the data comes from

- Town → Region → Ratio (Milano)
- Parish → Contact (Anna Rossi)
- Parish address → Venue (prefill, editable)

What each GrEst inherits

Every new edition starts pre-filled with the profile's stable data. You only change what changes year to year.

- Regional staff ratios
- Venue and capacity
- Child-safeguarding contact

Buttons: Cancel, Save profile

Fig. 2 Identity & contact shows Oratory name, Contact / person in charge, Child-safeguarding contact and Oratory roles.

SECTION 4

Complete venue, capacity and spaces

Under “Venue & capacity”, check “Venue address”: it starts with the community address but remains editable. In “Capacity”, enter the maximum number already declared in the authorisation rather than estimating it.

Under “Available spaces”, type a concrete name such as Hall and select +; each space appears as a label and can be removed with x. Finish with “Save profile” and wait for “Profile saved” before switching tabs.

SECTION 5

Open the right activity module

Open the “Activities” tab. The list may include “GrEst · Summer camp”, “Membership”, “Catechism & Groups”, “Spaces & Rooms”, “After-school · Homework help” and “Parties, camps and courses”; select “Open” on the row for your task.

Read the state first: “Active” means that GrEst has an open edition; “Available” identifies an accessible module; “Linked” opens an existing shared function such as Groups, Spaces or Events. A missing row can reflect a disabled function or missing access rather than a profile error.

SECTION 6

Access and scope

Controls enforced by the interface		
Area	Required access or state	Visible effect
Overview	View Oratory	Shows the profile and only accessible activities.
Profile	Manage oratory profile	Enables fields, “Save profile” and the checklist.
Oratory roles	Manage oratory staff	Enables adding and removing assignments.
Activities	Module-specific access and availability	The row appears and opens the module; After-school also requires its feature to be enabled.
Visits	View oratory attendance	Shows the visit register without granting profile editing.

SECTION 7

Shared profile or individual activity

Oratory profile

Use it for the name, contacts, venue, capacity and spaces that rarely change and can seed editions.

- ✓ Save before changing tab
- ✓ Does not contain registrations, attendance or payments

Activity module

Use it for editions and operational work by choosing GrEst, After-school, Membership or a linked function.

- ✓ Has its own access and availability
- ✓ Keeps operational data separate from the profile

SECTION 8

Terms used

Oratory profile

Stable base details: identity, contacts, venue, capacity and spaces.

Edition

A specific cycle of an activity, such as a GrEst or after-school year.

Linked

An activity managed in an existing module such as Groups, Spaces or Events.

Selected oratory

The oratory that receives profile and activity changes when a pastoral unit manages more than one.

SECTION 9

Frequently asked questions

Why is "Save profile" disabled?



The button becomes active after a valid change. If the profile is read-only, "Manage oratory profile" is missing in the selected workspace.

Why can't I see After-school or another activity?



The list filters by both enabled feature and module access. Check the active workspace and assigned access.

Can I use the oratory without completing the profile?



Yes. The interface marks the profile as optional; it pre-fills stable details and keeps editions consistent.

What you have achieved



The saved profile contains only confirmed details for the selected oratory.



You can interpret Active, Available and Linked and open the permitted module.

Troubleshooting

I see "Select an oratory" instead of the profile



Leave the aggregate view and choose the oratory to configure.

A field is read-only



Check the specific profile or staff access in the selected workspace.