

How to set start and end dates for your resource categories

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Resource categories can now be automatically archived with dates!

All categories will have a start and end date, so you can schedule things in advance and trust they'll be archived at the appropriate time.

To set a start and end date, just click "create category."

From there, name it, add a description, and upload your files/links as you normally would.

You'll notice there is a date picker for both a "start" and "end" date. Click those to pick dates and click "publish."

To access archived categories, simply head to the Resources section and click on the drop-down menu on the top left-hand corner, then click "archived."

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