How to Schedule and Archive Categories in Resources

09/19/2025 1:35 pm CDT

You can now **schedule Resources to publish** on a future date and **automatically archive** them when they are no longer relevant in Catholic Social Media. This helps keep your Resources section organized without requiring manual cleanup.

Your browser does not support HTML5 video.

Scheduling a Resource

1. Create a **new category or edit** an existing one.

2. Add your name and files as usual.

3. In the date section, select a **From Date:**

   a. Defaults to today if left unchanged.

   b. Choose a future date to schedule the Resource for later.

4. Publish, and the Resource will appear on the selected start date.

Archiving a Resource

1. In the same date section, select a **To Date**.

2. On that date, the Resource will **automatically move** to the Archive section.

3. Use this for **time-sensitive categories** like events or appeals.

4. If no end date is selected, the Resource will remain available until manually deleted.

Viewing Archived Resources

1. Go to the **Resource Section**.

2. Use the dropdown in the top-left to view items by:

   a. Published

   b. Drafted

   c. Archived

3. Archived Resources can be **edited or restored** at any time.

Best Practices

- Always **set start and end dates** for temporary categories (such as appeals or event materials).

- Use archiving to keep the Resources section **clear and relevant** without extra work.

- Leave evergreen content (like general parish materials) without an end date.

- **Review archived Resources periodically** to decide if they should be reused or updated.