

How to create calendar events (for dioceses)

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Diocesan calendar events allow you to create, manage, and share important events with your parishes, schools, and organizations—all from inside Catholic Social Media. These events can be used for internal collaboration or published directly to parish calendars with just a few clicks.

Starting a New Calendar Event

- Go to the **Calendar** view.
- Navigate to the date you want the event to appear on.
- Click the **plus (+)** icon on that date.
- From the menu, select **Create Event**.

Naming and Describing the Event

- Enter an **Event Name** (for example: *St. Mary's Fish Fry*).
- Add an **Event Description** with any details parishes need to know.
- This description can be as short or detailed as needed and will appear on parish calendars when published.

Choosing an Event Color

- Use the **color picker** to visually differentiate events.
- You can: Use the default Catholic Social Media color, or Paste in a **custom hex color code** to match a campaign, season, or ministry.

Color coding helps diocesan teams and parishes quickly identify events at a glance.

Setting the Event Date

- The date you clicked in the Calendar is automatically applied.
- If needed, you can adjust the date before saving or publishing.
- The event will appear on that date in your diocesan calendar.

Saving as an Internal Event

- Click **Save** to keep the event internal.
- Saved events:
 - Appear only on your diocesan calendar.

- Are ideal for internal planning, collaboration, or reminders.
- Can be edited or published later.

Publishing Events to Parishes and Schools

- To make the event visible to parishes, schools, and organizations:
 - Click **Next** instead of Save.
 - (Optional) Add **Content Tags** for reporting and organization.
 - (Optional) Select **Distribution Groups** if you want to limit visibility to specific groups.
 - Click **Publish**.

Once published:

The event appears immediately on connected parish and school calendars.

Parishes can view the event details directly inside Catholic Social Media.

Managing Published Events

Click on any event in the Calendar to:

View event details.

Make edits if needed.

Confirm visibility across diocesan and parish calendars.

Best Practices

- Use calendar events for major diocesan initiatives, liturgical events, and shared parish activities.
- Save events internally first when collaboration or approval is needed.
- Publish events when parishes need visibility and awareness.
- Use color coding consistently to organize seasons, campaigns, or ministries.
- Apply tags and distribution groups to keep calendars clean and relevant.
