

Enrol children already in the registry in catechism

From the banner in Records, enrol together the minors who are not enrolled in catechism yet, with the same group and fee, without waiting for the families.

3 min · Available · 2026-09-27

Before you begin

- ✓ You need the Manage catechism enrolments and All catechism groups (not just their own) permissions.
- ✓ The children need a date of birth in the registry.
- ✓ Catechism must be switched on and the year must be Enrollment open or Enrollment closed.

1

STEP 1 OF 4 · 30 S

Find the banner in Records

Open **People** → **Records**. If some minors of catechism age are not enrolled for the year, a banner above the list reads "2 minors in the registry are not enrolled in catechism yet" (the number varies), with the **Enrol in catechism** button.

It is the natural next step after importing records from Excel: the children you just imported, with their date of birth, are counted here. Anyone already enrolled for this year, even if rejected, is not counted; anyone without a date of birth does not appear.

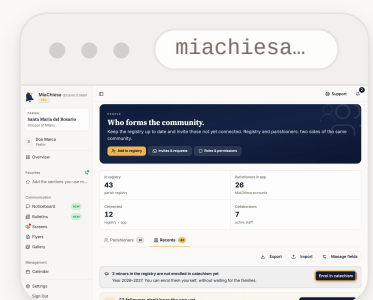


Fig. 1 The banner counts minors of catechism age with no enrolment for the year.

2

STEP 2 OF 4 · 1 MIN

Choose who to enrol

Select **Enrol in catechism**. The dialog of the same name lists the minors you can enrol, with surname, first name and age. Use **Search by first or last name** or **Select all**.

To enrol a single child you can also start from their row: **More actions** menu → **Enrol in catechism**. The dialog opens with that child already selected.

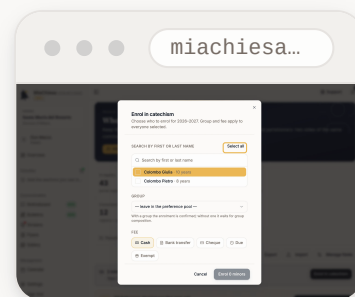


Fig. 2 Pick the siblings or children to enrol together.

3

STEP 3 OF 4 · 1 MIN

Choose group and fee

In **Group** you can keep — **leave in the preference pool** — or pick a group of the year: with a group the enrolment is confirmed, without one it waits for group composition. If the year has no groups yet, enrolments wait.

In **Fee** choose **Cash**, **Bank transfer** or **Cheque** if the family has already paid, and check **Amount per child**; choose **Due** if they still have to pay, or **Exempt**. Group and fee apply to everyone selected. With a per-family fee, the sibling discount is applied automatically from the second child.

Fee already collected

To record a cash, transfer or cheque payment in the ledger you also need Manage catechism payments. Without it the enrolment is saved and the message asks you to record the fee from Payments.

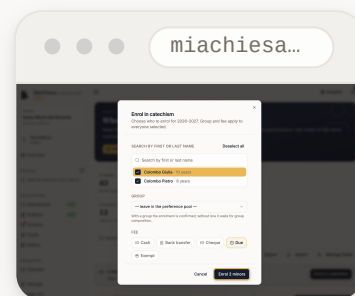


Fig. 3 The dialog is ready: the enrolment is not recorded yet.

Confirm and check

Select **Enrol 2 minors** (the number follows the selection). "2 enrolments recorded" appears and the enrolled children are no longer counted in the banner.

If someone was already enrolled for this year, the message says so and that enrolment is not duplicated. You find the new enrolments among the catechism enrolments, where you can compose groups and follow fees.

What you have achieved

- ✓ The selected minors are enrolled for the catechism year, in a group or waiting for group composition.
- ✓ The fee is paid, due or exempt, as you chose.

Troubleshooting

I don't see the banner



Check that you have both permissions listed in the prerequisites, that catechism is switched on and that the year is Enrollment open or Enrollment closed. The banner appears only when at least one minor can be enrolled; for a year In progress use the row's More actions menu.

A child is not in the list



They need a date of birth and an age within the classes of the active paths, with one year of tolerance. If they already have an enrolment for this year, even a rejected one, they are not offered.

I see "...its fee did not reach the ledger: record it from Payments."



The enrolment is saved, but the payment is not: you need the Manage catechism payments permission. Record the fee from the catechism payments.

Who is counted in a Merged pastoral unit?



In Merged mode catechism is one for the whole unit: the banner counts the minors in the records of every parish of the unit and enrolls them in the unit's year.