

# Assign catechists to groups

Review the catechist overview and prepare an assignment from the group.

6 min · Available with the Manage catechists and Manage catechism groups permissions · 2026-09-21

## Before you begin

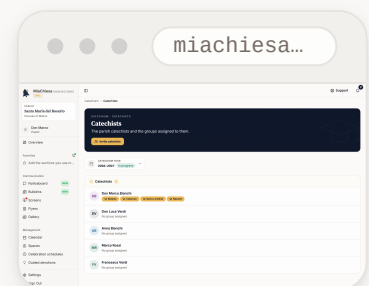
- ✓ The person must already be an eligible catechism staff member.
- ✓ Choose the correct group and year.

### 1 STEP 1 OF 3 · 2 MIN

## Review the overview

Open Catechists to see eligible people and their groups in the selected year. This page is a summary: assignments are edited in the group.

Invite catechist opens staff management; an invitation does not automatically assign a group.



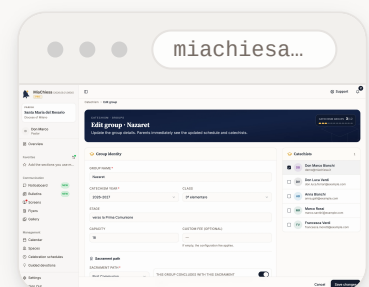
**Fig. 1** The overview separates catechists with groups from those who are unassigned.

### 2 STEP 2 OF 3 · 2 MIN

## Open the group

Return to the dashboard, choose the group and open Edit group. The Catechists panel contains only eligible staff in the same scope.

Selected checkboxes represent the assignments that will be stored with the group.



**Fig. 2** The existing group shows saved assignments and available candidates.

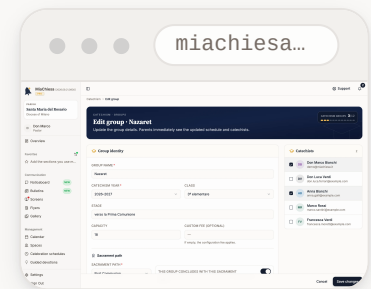
3

STEP 3 OF 3 · 2 MIN

## Prepare the assignment

Select or clear the intended person and check the panel count. Changes remain in the form until you select Save changes.

The capture changes only the local selection: the assignment has not been saved and no invitation has been sent.



**Fig. 3** The selection is prepared in the form but has not been saved.

## What you have achieved

- ✓ The overview shows who leads each group.
- ✓ New assignments are applied when the group is saved.

## Troubleshooting

### I cannot find a person



The list includes only eligible catechism staff in the same scope; complete the relevant staff access first.

### The change is missing from the overview



Return to the group and confirm that you selected Save changes.