

Prepare the catechism year

Choose paths, form, fee and rules, then save setup or open enrolment.

12 min · Available where catechism is enabled · 2026-09-21

Before you begin

- ✓ Define the offered stages, school classes and birth years.
- ✓ Decide what information to request, how to handle the fee and who confirms enrolments.

SECTION 1

Open Prepare

From Catechism control select Prepare and check the year shown in the heading.

The workflow saves progress automatically and can resume from the furthest step already reached.

The screenshot shows the 'Set up catechism' page in the MiaChiesa dashboard. The browser address bar shows 'miachiesa.it/dashboard/catechismo/prepara'. The dashboard header includes the MiaChiesa logo, the parish name 'Santa Maria del Rosario', and the pastor's name 'Don Marco'. The left sidebar contains navigation links for Overview, Favorites, Communication (Noticeboard, Bulletins, Screens, Flyers, Gallery), Management (Calendar, Spaces, Celebration schedules, Guided devotions), Settings, and Sign Out. The main content area is titled 'Set up catechism' and includes a progress bar with six steps: 1. Paths, 2. Form, 3. Content, 4. Fee, 5. Rules, and 6. Open. The 'Paths' step is currently active. Below the progress bar, there is a list of catechism stages with toggle switches and edit icons. The stages are: 1° anno - Iniziazione (2° elementare - nati nel 2019), 2° anno - Iniziazione (3° elementare - nati nel 2018), Prima Comunione (4° elementare - nati nel 2017), Verso la Cresima (5° elementare - nati nel 2016), Cresima (1° - 2° media - nati 2014 - 2015), and Post-Cresima (dalla 3° media - fino al 2013). To the right of the stage list, there is a section titled 'HOW THE FAMILY SEES IT' which details the enrolment process in three steps: 1. The family (children and parents, already in the registry), 2. The path (picks a group with free seats), and 3. The form (6 blocks to confirm). Below this, there are tabs for Preamble, Pact, Photos, Documents, Health, and Family. A fee of 40,00 € is indicated, paid after confirmation, online or in person. A note at the bottom states: 'The preview updates with your choices. Don't worry: everything can be changed later from Settings.'

Fig. 1 The guided catechism year setup.

SECTION 2

Configure Paths

Enable the offered stages. Use the pencil to edit Stage name, School class, Birth years and Concluding sacrament; also set the Enrolment window.

At least one stage is required; outside the selected window families see that enrolment is closed.

SECTION 3

Choose the Form

Select Essential, Standard or Complete, then review The form, block by block. Turn off Preamble, Pact, Photos, Documents, Signatures, Health or Family when that information will not be used.

Each enabled block adds a screen and a data item to the family workflow; keep only information that will be used.

The screenshot shows the 'miachiesa.it/dashboard/catechismo/prepara' interface. The left sidebar contains navigation links: Overview, Favorites, Communication (Noticeboard, Bulletins, Screens, Flyers, Gallery), Management (Calendar), and Settings. The main content area is titled 'Five decisions, all pre-set to what most parishes do. At the end you open enrolment — everything else (groups, catechists, payments) comes at the right time.' It features a progress bar with steps: Paths, Form (selected), Content, Fee, Rules, and Open. Below this, three form presets are listed: 'Essential' (1 block, 3 minutes), 'Standard' (4 blocks, 5 minutes, recommended), and 'Complete' (7 blocks, 8 minutes). A section titled 'The form, block by block' allows toggling 'PREAMBLE AND PARISH PRIEST'S LETTER' and 'EDUCATIONAL PACT'. On the right, a 'HOW THE FAMILY SEES IT' summary shows a 3-step enrolment process and a fee of 40,00 €. A note at the bottom states: 'The preview updates with your choices. Don't worry: everything can be changed later from Settings.'

Fig. 2 The Form step compares available presets and included blocks before continuing.

SECTION 4

Complete Content when required

When Preamble is enabled, Content appears: complete Theme of the year and Letter to families. This step is absent when Preamble is disabled.

With Preamble enabled, an empty letter would leave families accepting text that is missing; the year desk continues to flag it as a task.

SECTION 5

Define the Fee

In Fee choose the offered mode and fill only the requested amounts. The summary tells families whether the contribution is free, a free offering or fixed.

Whether payment can happen online or in person also depends on the confirmation rule chosen in the next step.

SECTION 6

Set the Rules

Choose Day and time preference or Direct group choice, then choose how requests are confirmed. With direct choice prepare at least one draft group, correcting its name and seats.

Preference collects available slots and postpones group composition; Direct choice shows groups with free seats and uses a waiting list when full.

SECTION 7

Review and open

In Open review Paths, Form, Fee, Rules and Groups. Choose Open now or Open later, then confirm with Open enrolment or Save and open later.

Open now makes catechism visible after confirmation; Open later keeps the year in preparation and families do not see the section yet.

SECTION 8

Access and permissions

Who can do what

Area	Behaviour
Year setup	Requires Manage catechism year.

Area	Behaviour
Settings	General changes require Configure catechism module.
Groups	Group management requires Manage catechism groups.

SECTION 9

Choose the right option

Day and time preference

Families indicate available slots; groups are composed afterwards.

Direct group choice

Families pick a group with free seats; at least one group is required before opening.

SECTION 10

Terms used

Stage

A path offered during the year, with a name, school class and possible concluding sacrament.

Draft group

A group prepared during setup and visible to families only after opening.

SECTION 11

Frequently asked questions

Direct choice cannot be opened



Prepare at least one draft group or switch to Day and time preference.

The letter to families is empty



Return to Content; the step appears only when Preamble is enabled.

What you have achieved

- ✓ The setup is saved for the year shown in catechism control.
- ✓ Families see catechism only when you choose to open enrolment.