

Manage catechism enrolments

Filter the queue, review a request and choose the correct action.

6 min · Available with the Manage catechism enrolments permission · 2026-09-21

Before you begin

- ✓ Select the correct catechism year.
- ✓ Check the details and documents before deciding.

1 STEP 1 OF 3 · 2 MIN

Open the queue

Select Enrolments from the dashboard. The summary highlights requests awaiting a decision and opens the queue for the selected year.

Past enrolments remain available for reference, but a concluded year is read-only.

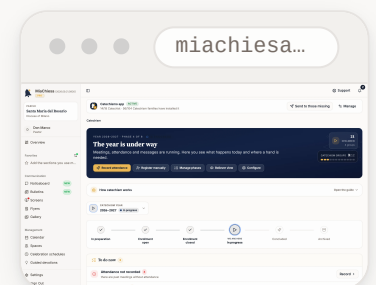


Fig. 1 The dashboard highlights requests that need attention.

2 STEP 2 OF 3 · 2 MIN

Filter requests

The queue separates All, Awaiting, Confirmed, Waiting list and pending payments. Each row shows the child, group, status, fee and any missing documents.

Confirm and Reject apply the decision immediately; open the row first when you need to check the details.

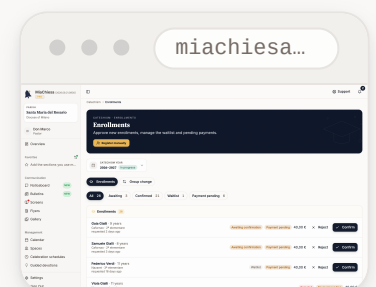


Fig. 2 Filters separate open decisions from the other states.

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STEP 3 OF 3 · 2 MIN

Review the record

Open Samuele's request to check personal details, group, consents, documents, family and fee. You can also assign a group or move the request to the waiting list here.

The capture is read-only: it does not confirm, reject, record a payment or change the group.

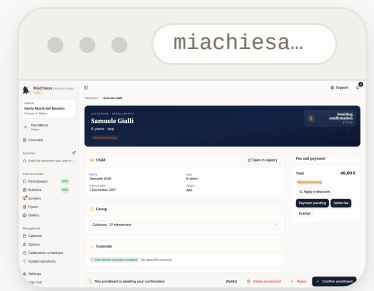


Fig. 3 The record provides the full check before a decision; the capture applies no action.

What you have achieved

- ✓ Each request is assessed with the necessary details.
- ✓ The queue and record keep enrolment and payment status separate.

Troubleshooting

I cannot see decision actions



Check that the year is not concluded and that you have Manage catechism enrolments in the same scope.

I cannot record the balance



Payment management requires a separate permission; request the appropriate access.