

Create a catechism group

Prepare the identity, meeting, capacity and catechists for a new group.

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

Before you begin

- ✓ Select the correct catechism year.
- ✓ Prepare the group name, schedule, location and capacity.

1

STEP 1 OF 3 · 2 MIN

Check the year and groups

Open Catechism and check the selected year. The dashboard shows active groups, enrolled children and requests awaiting review.

If the year is wrong, change it before creating the group: the new group inherits the selected year.

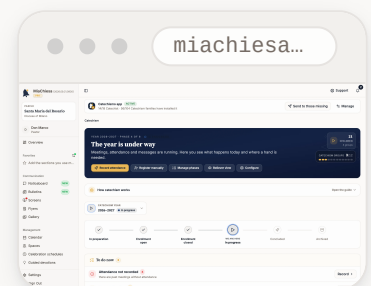


Fig. 1 Use the dashboard to check the year and existing groups before starting.

2

STEP 2 OF 3 · 2 MIN

Open the new group form

Select New group. The form separates identity, path sacrament, regular meeting, location, enrolment and catechists.

Name and year are required. Paths configured with a sacrament also require it; a capacity of zero means no place limit.

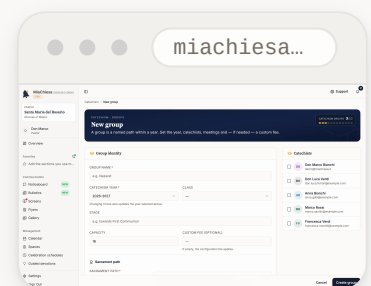


Fig. 2 The form is open and has not been saved.

3

STEP 3 OF 3 · 2 MIN

Prepare the details

Enter a recognisable name and stage, then complete the class, schedule, location, capacity and catechists for the path.

The figure shows only the first prepared fields. The group is created only when you select Create group; the capture does not save it.

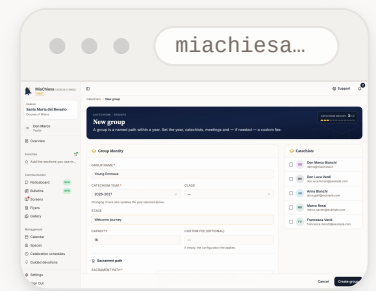


Fig. 3 The name and stage are prepared, but the group has not been created.

What you have achieved

- ✓ The group can be created with a consistent year, meeting, capacity and responsible people.
- ✓ Families see the details after they are saved.

Troubleshooting

I cannot create another group



Check the permission, selected year and any plan limit shown on the page.

The form requires a sacrament



Select the sacrament required by the path configuration before saving.