

Compose catechism groups

Distribute requests in a reviewable draft with a manual placement and publish only after review.

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

Before you begin

- ✓ Select the correct year and confirm that it is not concluded.
- ✓ Create at least one group with available places and collect requests that still need a group.

1

STEP 1 OF 3 · 2 MIN

Check the starting point

Open Catechism and check the groups, enrolled children and requests awaiting review. Composition uses the selected year and the available places in active groups.

If families choose a group directly, this page explains that preference-based composition does not apply.

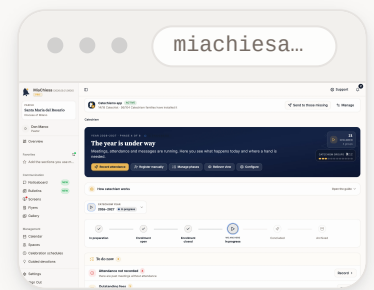


Fig. 1 Check the year, groups and requests before composing.

2

STEP 2 OF 3 · 2 MIN

Review the pool and rules

Open Compose groups. Requests without a group are on the left; groups with their day, time, capacity and existing members are on the right.

If the direct group choice warning appears, an automatic preference-based proposal does not apply. You can still prepare a draft by placing a request manually.

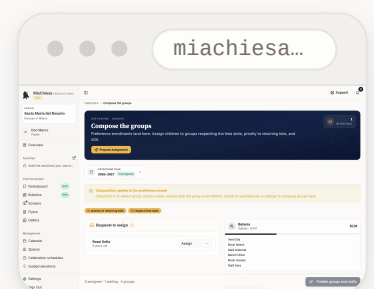


Fig. 2 The pool, existing capacity and active-model warning are visible before preparing the draft.

3

STEP 3 OF 3 · 2 MIN

Prepare a manual placement

On the Rossi Sofia request, open Assign and choose Betania after reviewing its time and capacity. The app moves the request into the group and marks it as new only in the local draft.

You can remove or adjust the choice. Nothing is assigned and no notice is sent until you select Publish groups and notify.

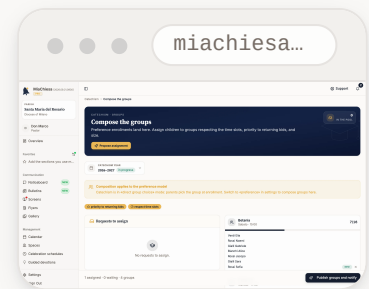


Fig. 3 The manual placement is ready for review, but it has not been published and no family has been notified.

What you have achieved

✓ Requests can be distributed in a reviewable draft.

✓ Assignments take effect only when the draft is published.

Troubleshooting

Propose assignment adds nobody



Automatic proposals require the preference model and requests whose preferences match group times and available places. In direct group choice mode, use Assign to prepare the draft manually.

The page is read-only



Past years are for reference; the current year requires both listed permissions.