

Close a catechism path and archive the year

Record each child's outcome, write the sacrament into the registry, archive the group and close the catechism year.

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Before you begin

- ✓ You need Manage catechism year.
- ✓ The group must be active: a group already concluded or archived does not show Conclude the path.
- ✓ Opening the path archive also needs All catechism groups (not just their own).

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Open the group's closing

On the group page select **Conclude the path**. The page sums up the year, **Meetings held**, **Average attendance** and the expected outcome.

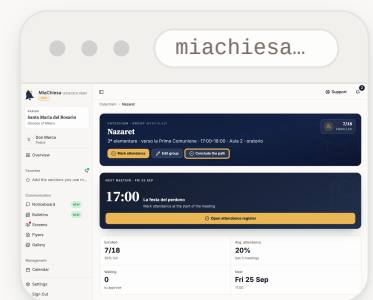


Fig. 1 The button appears only on active groups.

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Record the outcomes

In **Outcome for each child** choose for each one **Sacrament received**, **Moves to next year**, **To make up** or **Withdrawn**. Next to the name you see the attendance and, when it is low, **below threshold**. **All: sacrament** gives everyone the same outcome.

In **The sacrament enters the registry** check **Sacrament**, **Celebration date**, **Parish** and **Minister**. With **Record the sacrament in the registry** on, the sacrament is written into the registry of every child with the sacrament outcome.

Not ready to close?

Save without concluding saves only the outcomes ("Outcomes saved" appears): the group stays active.

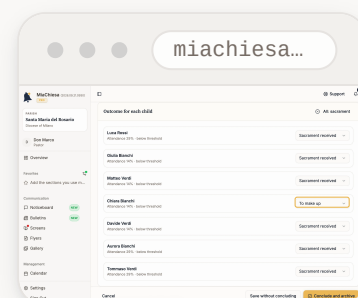


Fig. 2 Every child has an outcome.

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Conclude and archive

In **What is generated and where it goes** leave **Generate end-of-path certificates** and **Archive the group after closing** on, then select **Conclude and archive**. If you turn archiving off, the button becomes **Conclude the path**.

Path concluded and archived appears and **Path archive** opens: the group is read-only and **Restore** brings it back among the active paths.

Reserved data is reduced

On archiving, allergies, therapies and emergency contacts are removed. Outcomes and sacraments remain.

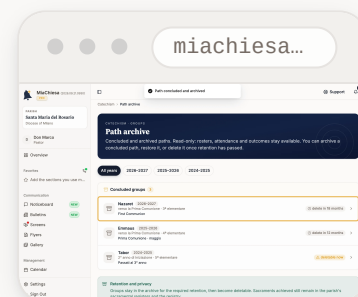


Fig. 3 The concluded group leaves the active paths.

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Close the whole year

At the end of the year open **Conclude and archive** from Catechism. In **Confirm the outcomes** you see how many outcomes each group has recorded; **Complete** opens that group's closing. In **Archive the year** read what is **Kept for ever** and what is **Closed**, then select **Conclude and archive the year**.

You can go back

Archiving the year can be reversed from the year desk; the data is kept for 18 months before permanent deletion.

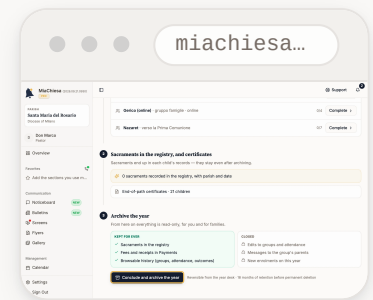


Fig. 4 After archiving, the whole year is read-only.

What you have achieved

- ✓ Every child has an outcome and, where planned, the sacrament in the registry.
- ✓ The group is in the Path archive, read-only.

Troubleshooting

I can't see Conclude the path



You need Manage catechism year and the group must be active.

I see "No confirmed children to conclude."



The group has no confirmed children: check the enrolments before concluding.

I see "Couldn't conclude the path."



The closing did not go through: reload the page, check the outcomes and try again.

Can I reopen an archived group?



Yes: open the group in the Path archive and use Restore.