

Record a catechism enrollment by hand

Enter an enrollment received on paper, through an external form or in person, even for families without a MiaChiesa account.

4 min · Available · 2026-09-26

Before you begin

- ✓ You need the Manage catechism enrolments permission.
- ✓ The parent must already be in the registry: if missing, create them first.

1

STEP 1 OF 3 · 30 S

Open manual registration

Open **Catechism** → **Enrollments** and select **Register manually**. **Register an enrollment** opens: it works even if the family has no MiaChiesa account.

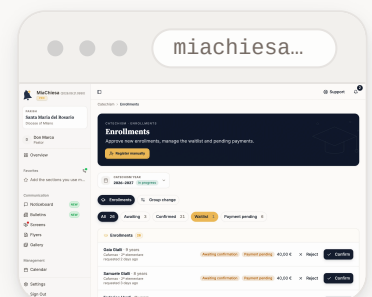


Fig. 1 Register manually sits next to the online enrollment queue.

2

STEP 2 OF 3 · 2 MIN

Family and child

In **Family** search the parent in the registry by name, surname or tax ID. If missing, use "Can't find the family? Create it in the registry" and then come back.

In **Child** enter first name, last name and date of birth. In **Assignment** you can pick a group now or leave the child in the preference pool.

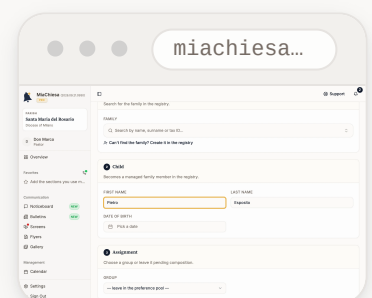


Fig. 2 The child's details are required.

3

STEP 3 OF 3 · 1 MIN

Consents, fee and origin

Tick the consents collected on paper. Under **Fee** say how it was paid (**Cash**, **Bank transfer**, **Cheque**) or choose **Due** or **Exempt**. Under **Origin** choose **Paper**, **Google form** or **In person**.

Select **Register enrollment: Enrollment registered** appears and you return to Enrollments. Without a group, the enrollment stays awaiting confirmation.

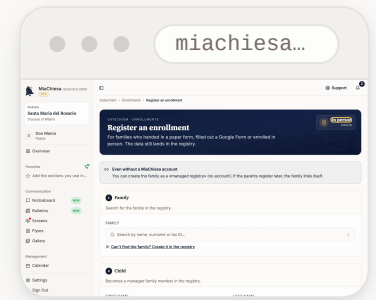


Fig. 3 The chosen origin appears at the top, next to the title.

What you have achieved

✓ The enrollment is recorded and appears on the Enrollments page.

✓ If you recorded a collected payment, it is logged among the movements.

Troubleshooting

I see "Select a person from the registry before registering."



Pick the parent in the Family field: without it, the enrollment cannot be linked.

I can't see Register manually



You lack the Manage catechism enrolments permission, or you are viewing a past catechism year.

I see "Could not register the enrollment."



Check the fields and try again; if it repeats, contact support.