



Get Yourself Ready



Website



Online payment system



GabrielSoft RE Module set up:

- Level Maintenance
- Creating Committees
- Creating Rooms
- Creating Classes

When Registration is complete:

- Add students to committees
- Add students to classes

End of the School Year:

- promote students

NOTE: This only moves a student up one level. Nothing to do with classes

Level Maintenance

GabrielSoft Families Committees Fund Raising Religious Ed Scheduling Administrative Reports					
New Level					
Level	Description	Next Description	Religious Education Email	Student Fee	SacramentName
K	Kindergarten	1st Grade		5.00	View Delete
1	1st Grade	2nd Grade		0.00	View Delete
2	2nd Grade	3rd Grade		0.00	View Delete
3	3rd Grade	4th Grade		0.00	View Delete
4	4th Grade	5th Grade		0.00	View Delete
5	5th Grade	6th Grade		0.00	View Delete
6	6th Grade	7th Grade		0.00	View Delete
7	7th Grade	8th Grade		0.00	View Delete
8	8th Grade	9th Grade		0.00	View Delete
9	9th Grade			0.00	View Delete

Purpose: Establishes grade levels and defines promotion of students

Important: Input oldest Grade Level first

In this example, the 9th grade students upon promotion are removed from the committee.

Level Maintenance Field Definition

Field Level: defines the levels/grades to be used in creating the religious ed classes. When entering this field keep it simple. This field is the same field that you will enter into the **Committee Position** when adding your Students to the Committees.

Description: A more detailed description of the class

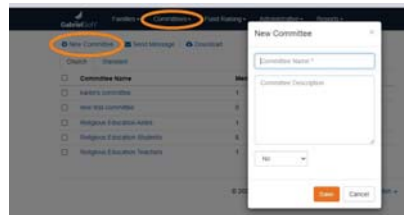
Next Description: Defines the next level your students will be promoted to on year completion.

Religious Education Email: can be used to define an email that is to be used that is different than the Religious Ed email defined in the Administrative Tab.

Student Fee: Fee for the class. This value is not collected by the system

Sacrament Name: Specify if the class ends with the conferring of a Sacrament

Create Religious Education Committees for Aides, Student and Teachers



1. Click on Committees via the top navigation bar and select Committee Maintenance
2. At the top of the screen, click New Committee
3. A pop up will appear
 - o Enter in the name of the committee (Recommended choices might be Religious Education Aides, RE Aides or Faith Formation Aides)
 - o Enter in a description. You may use the committee name in this field
 - o The drop down below the description is used to signify that this Committee will be used in Ministry Scheduling only. This will default to no. Do not change the value
4. Press Save and the Committee is added and will appear in the Committee List and in the Committee drop-down in Member Maintenance. Repeat this process for creating a committee for students and teachers. Now you are ready to add teacher aides, students and teachers to the committee.

Church Maintenance

Once the 3 committees have been added for Religious Education, you need to tag them within the Church Maintenance Screen. The order is : Teacher, Aides, Students

Religious Education

Religious Education Email

Religious Education Teachers Religious Education Aides Religious Education Students

Purpose of the Church Maintenance Religious Education fields

1. Religious Education email: Used when emailing from Class Maintenance
2. Religious Education Teachers: Class setup
3. Religious Education Aides: Class setup
4. Religious Education Students: Class setup

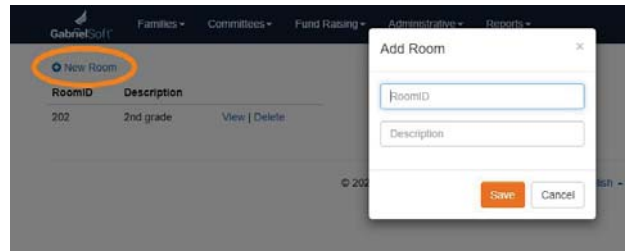
Future purpose: Religious Education Online Registration will use the Religious Education Email to cc communication to the registering family

Room Setup

Purpose: Setting up all the rooms where your religious education classes will be meeting. If you have a home study program you can set-up classes for that as well. Inputting rooms are optional when setting up classes.

To Add a Room: Click New Room and fill in the pop up box

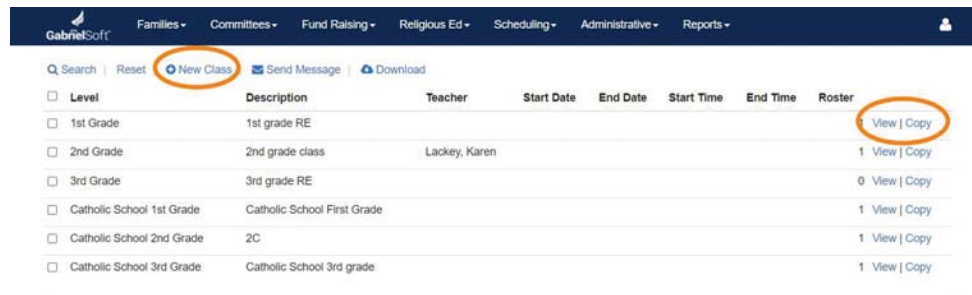
Is this required for RE set up?: No. This is an optional step, but does help with overall program organization if there are multiple classrooms per grade



Creating New Classes

How to create a new Class: Navigate to Religious Education/Class Maintenance

New Class: You have not added any classes to RE module or need to add another class

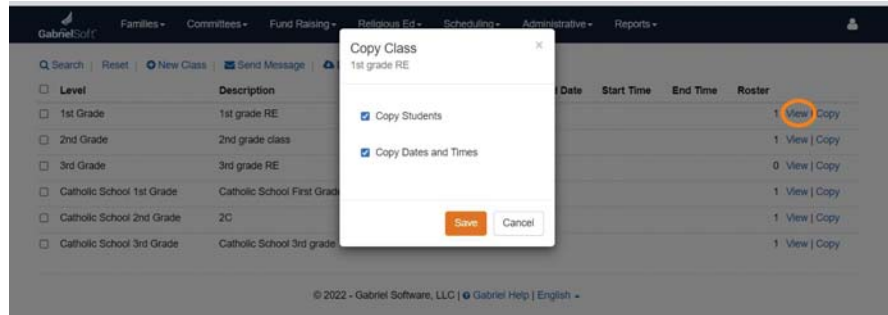


Adding a new Class

Highlighting a couple fields:

1. **(Level)** - Click on the drop-down and choose a **Level**. The **Level** which is taken directly from the description column that you entered in **Level Maintenance**.
2. **(Room)** - Click on the drop-down and choose the room where the class will meet.
3. **(Teachers)** - choose the teachers from the drop-down menu. This list is taken directly from the Religious Ed Teacher committee listing you created under **Committees**. Teachers can be assigned to multiple classes.
4. **Completed Flag** - When you have completed all your classes at the end of the year and you **Promote** your students this box will automatically be checked and all the students who are currently in your RE Student Committee will be moved to the next level based on your **Level Maintenance** setup. *Note: Promoting your students does not create new classes.*
5. **Registration dates:** are not being used in the Online Registration module

Copying a new Class



Why Copy Classes:

- Saves time
- You know your classes will be similar to those of the previous year

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Ongoing support: greenbay@gabrielsoft.com

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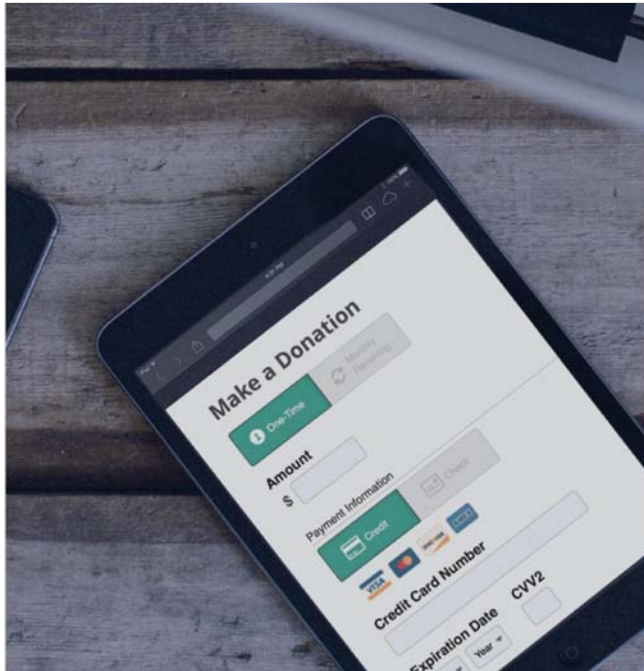
Add a personal touch with staff bios, profiles, and headshots.



Links

Insert links to other websites or resources.

*eCatholic Payments is an add-on feature and additional fees apply.



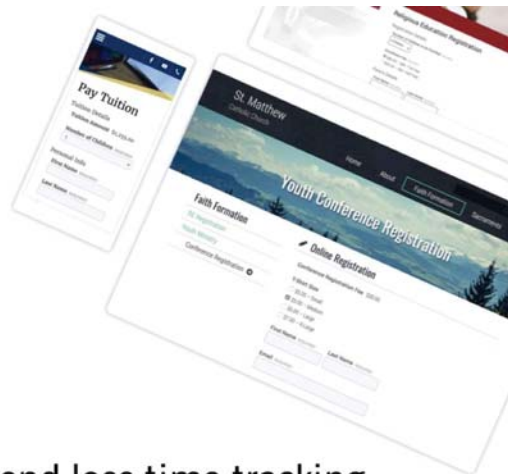
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