



Auto-promoting children in Religious Ed classes



Things to consider when setting up auto-promotion:

First, if you want people to register each year, you wouldn't necessarily want to use auto-promotion since the registration feature of a custom form will drop the student in the appropriate group.

Second, reconsider the names of your groups. If you have the year in the group name, it would be better to make the group name generic. For example, change **1st grade 2023-24** to just **1st grade**.

Third, existing group will require some tweaking to enable automated promotion.

Fourth, you must have a group called "Graduated" so the kids in 12th grade have somewhere to go.

Fifth, once this is set up, the system will do the promotion for you year after year with very little effort on your part. The only thing you'd have to do annually is set the "Promotion date" for each group to next year's date. (See notes below.)

These instructions assume are tweaking existing groups to enable auto-promotion. For instructions on creating new group visit <https://www.eriecd.org/mpt2.html> and click the **Groups** quick link.

1. Open MP and click **Groups**.
2. Click on the name of the first group to open it.
3. Click the **Edit** button.
4. Change the name to make it more generic.
i.e. delete reference to a year in the group name.
5. Enable automated promotion for the group.
 - a. Click the downward pointing triangle for the field named **Promote to Group** and select the group to which this group is supposed to promote.
Example: The **Promote to Group** for your Grade 1 group would be Grade 2. **AND** the **Promote to Group** for 12th grade would be set to Graduated.
 - b. Enter a date in the **Promotion date** field. The MP system will automatically shift all of your students into their next class on that date. **Set each group for the same date.**
Example: Set the date to 8/1/25 and in the wee hours of 8/1, everyone will shift.
6. Click the **Members** tab.
 - a. Click to open any member where the Group Role = Group Leader
 - b. Click the **Edit** button and change the **Auto Promote** field to **No**.
 - c. Click Save.
7. Repeat for the next group.

Updating the Promotion date each year. Deciding when to update the groups with a new date is up to you. The date must be in the future, and every group must be set to the same date. Most leaders will likely edit this field during the summer, setting a promotion date that falls in August.

1. Open MP and click **Groups**.
2. Click the first group. **DO NOT do this for the Graduated group.**
3. Click the **Edit** button.
4. Enter a date in the **Promotion date** field. **Set each group for the same date.**
5. Click **Save**.
6. Repeat for all groups