

Week 3 Data Check

Groups, Rooms & Events

Work through this worksheet in MinistryPlatform at your own pace, then return to your Week 3 page and enter your answers in the online form. You can type directly into this PDF and save it, or print it and write by hand.

This worksheet is for your preparation only — nothing here is submitted to us. Your answers count once they are entered in the online Week 3 form. Fields marked * are required there.

STEP 1 · YOUR DETAILS

Contact Information

First Name *

Last Name *

Email Address *

Mobile Phone *

Which parish are you with? *

STEP 2 · GROUPS

Migrated Classes

Did you have classes in your legacy system (Religious Ed or other ministries)? *

☐ Yes ☐ No

If you answered Yes: review the current groups in the system and check in on some of the current participants.

Which groups did you check? *

Are there any issues with the groups/classes you checked? *

☐ Yes ☐ No

If Yes — describe the issues:

Tip: save screenshots of any issues — the online form lets you upload up to 3 files (.pdf, .png, .jpg, .gif).

STEP 3 · PRACTICE

Add Religious Ed Groups

Add at least 3 new groups for Religious Education classes. Place at least 2 students and 1 catechist in each group.

Name of the groups you entered *

#	Group name	Students added	Catechist added
1			☐
2			☐
3			☐

Did you encounter any issues entering groups? *

☐ Yes ☐ No ☐ N/A

If Yes — describe the issues you encountered:

STEP 4 · PRACTICE

Add a Building & Bookable Room

Add at least one Building and one Room marked Bookable.

Building name

Name of the room you marked bookable

STEP 5 · PRACTICE

Create an Event Series

Create an Event series with at least 3 meetings the groups above can attend.

Name of the Event series you added

Are you able to enter attendance for these events?

☐ Yes ☐ No

STEP 6 · ANYTHING ELSE

Additional Notes

Any other notes about your data check this week that you'd like to share?

Next step: enter these answers in your online Week 3 form and attach any screenshots.