Grade Promotion in PDS Church Office
Created 05/31/2022

Note: Creating a backup before performing the actual Grade Promotion is recommended.

1. Open Church Office.

2. Click on Processes at the top of the screen.

3. Click on the Member Processes icon.

4. Click on Member Processes in the blue bar on the left.

5. Click on Grade Promotion.

6. Enter the beginning grade level or select it from the drop-down list.

7. Enter 12 as the ending grade level.

8. Mark the checkbox for "Change the type for those currently in the last grade level from Child to Young Adult". A pop-up box will appear stating "Members changed from Child to Young Adult will not be promoted next year. Continue?" Click on the Yes button on that pop-up box.

9. Mark the radio button for "Active and Inactive".

   The system should be displaying the promotions such as: Grade K to 1, Grade 1 to 2, Grade 2 to 3, etc.

   The bottom line of the list should have 12 in both the "Promote From Grade" and "Promote To Grade" columns with the "Change Type to Young Adult" checkbox marked.

10. Click on the Next button. The system will build a Grade Promotion List.

11. Review and modify the list as desired by unmarking and re-marking the "Selected" checkbox for individual Members.

12. Click on the Next button.

13. Verify that the "Print a list of the information posted." checkbox is marked.

14. Click on the "Promote Members >" button to perform the actual promotion.

15. Print the List and keep a copy on file.