



The United States Association of

The Catechesis of the Good Shepherd[®]

The CGSUSA Course Roster Instructions

Thank you for serving as a **Hosting Site for CGS Catechist Formation**. The Office of Formation seeks to support your work throughout this catechist formation. Gathering information about courses and course participants permits CGSUSA to better serve course coordinators, catechists, and members in a timely manner. This document will guide you in completing the CGSUSA Course Roster. Please read carefully and know that you can contact the Office of Formation for additional assistance. Contact Debbie Dobson, CGSUSA Course Registrar, debbiedobson@cgsusa.org regarding the Roster process or Karen Maxwell, Director of Formation, karenmaxwell@cgsusa.org, for other CGS Catechist Formation questions or concerns.

CGSUSA Course Participant Roster Process Overview

- Once your Catechist Formation Course has been registered with CGSUSA, the Hosting Site Coordinator and the Formation Leader will receive an email confirming the Course number.
- Each Hosting Site organization must provide a **Registration Roster** of all *enrolled* Course Participants at the beginning of the catechist formation. CGSUSA, upon registration of your course, will provide a link to an online Google Sheet for you to use in providing the Roster of Participants. Please use all fields and limit selections to the drop-down options provided. You may add fields beyond the existing columns as needed to support your course needs.
- Approximately four weeks before the conclusion of the catechist formation, the **Hosting Site Coordinator or Formation Leader will need to confirm by email to the CGSUSA Course Registrar the number of participants** who are completing the catechist formation and receiving a certificate. The CGSUSA Course Registrar will ship course certificates based on this information.
- After the course concludes, the Course Roster shared with the Hosting Site Coordinator and Formation Leader as a Google Sheet must be updated through Google Drive to ensure all participants completing this catechist formation are recognized as catechists in CGSUSA records.