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 Nancy Kujawski, Course Registrar, at cgsusaformation@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

- When you submit the online Course Registration and Agreement Form, you will receive:

  - An automated email reply from JotForm which will include a PDF copy of your registration.

  - A *registration receipt* email from cgsusaformation@cgsusa.org which will include the CGSUSA Course Number; your course will not yet be published on the CGSUSA website.

  - After the Office of Formation reviews your Course Registration and Agreement Form, you will receive a *registration confirmation* email from cgsusaformation@cgsusa.org, including a link to your **Course Roster** and other course details.

- Each Hosting Site organization must update the **Course Roster** with all *Enrolled Course Participants* at the beginning of the catechist formation. Please use all fields and limit selections to the drop-down options provided. You may add fields to the right of the existing columns to support your course needs.

- Approximately four weeks before the conclusion of the catechist formation, the Hosting Site Coordinator or Formation Leader should **email the Course Registrar, cgsusaformation@cgsusa.org, to confirm the number of participants** completing formation and receiving a certificate. The Course Registrar will ship course certificates based on this information.

- After the course concludes, the Formation Leader or Hosting Site Coordinator should update each participant's status on the **Course Roster (Final Certificate Roster) and notify the Course Registrar** to ensure all participants completing this catechist formation are recognized as catechists in CGSUSA records.