

## **ACS TRAINING GUIDE CHILDREN'S BAPTISM CLASS**

1. Log into **ACS People Suite**
2. Click on the **People Tab**
  - a. Click the **Add/Edit Individuals** Button
    - i. Enter **Last name, First name**
    - ii. Hit **Enter**
    - iii. **Double click** on the child's name
      1. Click on the **Groups Tab**
      2. Click on the word, "**Activities**" in the top left corner near the blue arrows.
      3. Click on the **Add** Button on the right side of the screen.
        - a. Change Master Group to **Training/Qualifications**
        - b. Select **Children's Baptism Class** on the left side of the screen.
        - c. Element 1 – Select the correct **Month/Year**
        - d. Element 2 –
          - i. Select **Ready** if they are ready
          - ii. Select **Wait** if they are not ready.
        - e. Click **OK**