

# Promoting Attendance

At the end of your attendance year, you can promote individuals to next year's classes. You can promote attendance by division, department, and class by individual or by positions within a class.

Before promoting attendance, [make a People backup](#) and [choose your promotion method](#). You can promote by continuing the current master group, by creating a new master group, or by transferring individuals through View/Edit Class Groups (if you are only promoting one or a few individuals).

Creating a new master group creates a dropped record in the old group and a new record in the new group. When you create a new master group, you can copy the current group structure and you can include deactivated groups.

When you are working with attendance promotion, you can close and open the Promotion window as often as needed and your changes will be saved. None of the changes are permanent until you [complete attendance promotion](#).

You can also have more than one master group's promotion in progress at the same time. For example, you can work on the Sunday School promotion while your another church administrator works on the Awana Club promotion.

1. On the Promotion menu, click **Start**.
  2. In the **Master Group** drop-down list, select the group to promote, then select **Continue Current Master Group** and click **OK**.
  3. When the confirmation message displays, click **Yes**.
  4. **Optional:** In the Promotion window, click **Map**. In the Promotion Position Map window, make your changes in position promotions (if applicable), then click **Close**.
  5. To filter based on positions, class status, or enrollment, click **Filter**.
  6. In the left group (upper) pane select the class you want to promote an individual from. To show all levels or deactivated groups, click **All Levels** and/or **Show Deactivated**.
  7. In the right group pane, select the class you want to promote an individual to.
  8. In the left roster (lower) pane, select the individual to promote and click **Add** . Or, click **Add All**  to select all individuals.
  9. In the Roster Entry window, select the **Status** and **Position** you want to promote the individual to, then click **OK**.
  10. Repeat steps 7-9 for each individual you want to promote, selecting the **Status** and **Position** for each one.
  11. If applicable, continue promoting individuals for each class in the division. When finished, click **OK** and **Close**.
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1. On the Promotion menu, click **Start**.
  2. In the **Master Group** drop-down list, select the group to promote.
  3. Select **Create New Master Group**, then click **OK**. When the confirmation message displays, click **Yes**.
  4. In the drop-down list, select the master group you want to create a new group for, then click **OK**.
  5. In the **Group Name** field, enter a group name. If applicable, enter a new **Master Level Name** and **Level 1 Name**. Click **Next**.
  6. Select the group options you want to use, then click **Next**.
  7. Select the lists to use, if applicable, and click **Next**.
  8. Select to **Add Events**, **Setup Detail Marking Fields** and **Add Positions**, if applicable, then click **Next**.
  9. Continue creating your new master group. When the **Finish** tab and summary display, click **Finish**.
  10. When the Promotion Window Displays, click **Edit** next to the new master group name.

11. Click the **Group Levels** tab, and click **Add**. From here, you will add the Departments, Divisions, and Classes as needed. Once finished, click **OK**.
12. **Optional:** In the Promotion window, click **Map**. In the Promotion Position Map window, make your changes in position promotions, then click **Close**.
13. In the left group (upper) pane select the class you want to promote an individual from. To show all levels or deactivated groups, click **All Levels** and/or **Show Deactivated**.
14. In the right group pane, select the class you want to promote an individual to.
15. In the left roster (lower) pane, select the individual to promote and click **Add**. All individuals must be moved to a class within your new master group.
16. In the Roster Entry window, select the **Status** and **Position** you want to promote the individual to, then click **OK**.
17. Continue to select individuals from the left roster pane, clicking **Add** after. Be sure to select the **Status** and **Position** for each individual.
18. When finished, click **OK** and **Close**.

1. On the Promotion menu, click **Start**.
2. In the **Master Group** drop-down list, select the group to promote.
3. Select **Create New Master Group**, then select **Copy Current Group Structure**. To copy any deactivated groups that are in the current group structure, select **Include Deactivated Groups**.
4. Click **OK**, then **Yes**.
5. Enter a new master group name, then click **OK**.
6. **Optional:** In the Promotion window, click **Map**. In the Promotion Position Map window, make your changes in position promotions, then click **Close**.
7. To make changes to the new master group, click **Edit** beside the new master group name.
8. In the left group (upper) pane select the class you want to promote an individual from. To show all levels or deactivated groups, click **All Levels** and/or **Show Deactivated**.
9. In the right group pane, select the class you want to promote an individual to.
10. In the left roster (lower) pane, select the individual to promote and click **Add**. All individuals must be moved to a class within your new master group.
11. In the Roster Entry window, select the **Status** and **Position** you want to promote the individual to, and then click **OK**.
12. Continue to select individuals from the left roster pane, clicking **Add** after. Be sure to select the **Status** and **Position** for each individual.
13. When finished, click **OK** and **Close**.

1. In the **Master Group** drop-down list, select the group the individual is currently enrolled in.
2. Select the class you want to promote the individual from and select the individual's name.
3. If the individual is moving to a class within the same master group, select the **Effective Date** you want the individual to be transferred on, then click **Transfer**.
4. In the Transfer Rosters window, select the class you want to promote the individual to. Select the **Status** and **Position**, and, if applicable, set the **Primary** flag. Click **OK**.
5. If the individual is moving to a class within a different master group, select the **Effective Date** you want the individual to be dropped from their current class, then click **Drop**. When the confirmation message displays, click **Yes**.
6. In the **Master Group** drop-down list, select the master group the individual is moving to.
7. Select the class you want to promote the individual to.
8. Select the **Effective Date** you want the individual to be added to the new class, then click **Add**.
9. Select the **Status** and **Position**, then click **Select People**. In the Select People to Add window, select the individual, then click **Add**  or double-click the individual's name. Click **OK**.

## Additional Field Information

### The Start Promotion Window

In the Start Promotion window, you can select the Master Group whose individuals you want to promote, and you can select whether to use a current group structure or create a new group structure when promoting.

**Master Group** - Displays the Sunday School group with the individuals you want to promote. Select the group in the drop-down list.

**Continue Current Master Group** - Continues using the same group and transfer individuals with their current markings into the new year. If you select this, the Start Date window displays after you have completed your roster changes in the Promotion window and click **Promote** on the Promotion Main Menu.

**Create New Master Group** - Creates a new group when promoting. When you select to create a new group, the options to copy the current group structure and to include deactivated groups display.

**Copy Current Group Structure** - Creates a new group with a structure that mirrors the group structure you've already set up. This is a good option if you want to promote to an existing group, but make a few changes.

**Include Deactivated Groups** - To include all deactivated groups from the group structure you're copying in the new group, select this option.

### The Start Date Window

If you selected **Continue Current Master Group**, the Start Date window displays. Once you complete the necessary steps for Promotion and click **Promote**, you can select today's date or the group start date to activate the promotion.

The **Start Date** determines when the roster changes on the Promotion window become effective. For example, if you select **Group Start Date**, the date of activation for the promotion roster changes selected is the first day of the designated Start Month for the Master Group you're promoting from.

**Promote Using** - Displays the activation date for the promotion roster changes you have selected.

### Start Date Options

**Today's Date** - Sets the activation date for the roster changes you selected during promotion as today's date.

**Group Start Date** - Sets the activation date for the roster changes you selected as the first day of the designated Start Month for the Master Group you're promoting from. The Group Start Date option is not available if the date is not within 60 days of your current system date. In this case, the Start Date defaults to your current system date.