

USER GUIDE

FOR FRANCISCANATHOME.COM

*Here at the Catechetical Institute, we do not want to be **maybe** helpful. We aim to be **actually** helpful in forming those who form others.*

At first glance, our FranciscanAtHome.com platform may look like just another online program; a checklist of things you must complete to meet the catechist requirements or CEU requirements set forth by your diocese.

*Franciscan at Home is certainly a way to help you meet requirements, but our **real** goal is to come alongside you on this journey and to equip you with the tools and resources that **you** feel you need.*

*We have no hidden agenda or any desire to push information on you that we think you need to know, and we certainly don't want you to feel like we are trying to make you run cookie cutter programs in your parishes and schools. What we have set out to accomplish is **different**, but the only way to prove it to you is for you to see it for yourself.*

Given the experience of our 55,000 + learners and 6,000 + parishes, schools, and apostolates, we promise you'll be surprised by what we have to offer you.

STARTING TIPS FOR USING THIS GUIDE:

This user guide is a technical guide to help learners, institutional leaders, mentors, and diocesan officials know how to effectively use and navigate the FranciscanAtHome.com platform.

Each title in the table of contents is linked to its accompanying section. Also, many of the **bold and italicized** parts are links to other parts of the guide or to outside resources.

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USER GUIDE

FOR ALL FRANCISCAN AT HOME USERS

CONTACT US

We have done our best to make sure that this guide is thorough, and we hope that it includes all the information that you will need to easily navigate FranciscanAtHome.com. If you have any questions or technical issues, please feel free to reach out to us. You can email us at ci@franciscan.edu, or give us a call at (740) 283-6754.

BASIC TERMS AND DEFINITIONS

Learner/User: Anyone who has created an account on FranciscanAtHome.com, regardless of subscription status.

Mentor: Relative to CI's ministry formation tracks and workshops, the mentoring role is for personal, long-term support of the learner as he/she participates in workshops.

Institutional Leader: A learner who has been given administrative access for an individual institution (parish, school, etc.). In most cases, this individual is likely to be the parish catechetical leader or the school principal. However, other additional learners may also be added to the list of leaders to assist with administrative tasks.

Diocesan Official: A learner with administrative access to view all institutions, people, and progress for a whole diocese. Diocesan officials can edit information about the diocese as well as request the addition of tracks, courses, workshops, certificates, ongoing in-person and virtual trainings, and many other forms of assistance from the Catechetical Institute. These are normally diocesan leaders such as diocesan religion/sacrament coordinators, school superintendents, diaconate directors, etc.

Partnering Diocese: A diocese that formally acknowledges a relationship between the diocese and the Catechetical Institute through a letter from the bishop. A diocese then chooses to either partially or wholly incorporate Franciscan at Home for the parishes, schools and/or other institutions throughout that particular diocese.

All On Board Diocese (AOB): A diocese that has onboarded all parishes and/or schools.

Persuasion Based Diocese (PB): A diocese that has partnered with Franciscan at Home and has institutions sign up and pay for memberships individually.

Dashboard: This is the main account page for learners on FranciscanAtHome.com after they have created an account. From this page, learners have access to tracks and workshops, as well as their subscription information.

Track: A collection of workshops specifically designed to serve a particular area of ministry.

Course of Study: A subset of workshops within a given track. For example, in our Catechist Track, there are three Courses of Study: Foundations, Advanced Part I, and Advanced Part II.

Workshop: Workshops are topic-based lessons and reflections composed of approximately 6-10 short videos and accompanying tasks that break down the learning and reflection into bite-sized pieces. Learners may participate in workshops individually or in groups, on-site, or remotely.

CI Webinar: A full-length teaching (60 min on average) that is a topic originally offered online to a live audience, and adapted for a recorded format afterward, including the addition of discussion questions and follow-up resources. Webinars can be single-presenters or panels of two-five people in an area of expertise. Unlike our workshops, webinars often feature the work of a given apostolate or focus on explaining a specific resource.

CI Seminar: A full-length teaching (60 min on average) that is given in a manner that is not specifically suited to being broken-up and tasked as a catechetical formation workshop, but has great value being offered as a whole piece, with suitable discussion questions at the conclusion. Seminars can be used in one-to-one mentoring relationships, but are not specifically designed for that, and are better suited to small group discussion.

The Guild: The International Guild for Catechists and Leaders is a diverse and apprenticeship-oriented entity serving anyone who desires to learn how to pass on the faith to others effectively. This Guild is for catechists and teachers in any role and leaders at any level. Please visit FranciscanAtHome.com/Guild for more information.

Catechetical Review (Journal): The Catechetical Review (CR) is an international quarterly catechetical journal primarily written for Directors of Religious Education, catechetical leaders, religious educators, youth ministers, OCIA coordinators, and anyone involved in faith formation. Its contributors, who aim to help in the formation of all those in a position to hand on the faith, come from academic catechetics faculties and “from the field.” For more information on the CR and accessing CR’s list of relevant articles, please see the [CR on Franciscan At Home](#) portion of the user guide.

USER GUIDE

FOR LEARNERS

SIGNING UP ON FRANCISCANATHOME.COM

To find the sign-up instructions that are *best* suited for your needs, select the link below that applies to your specific situation:

- I was sent a link from my institutional leader/diocesan official: [*Signing Up with a Link*](#)
- I received a flyer with a QR code: [*Signing Up with the QR Code on the Flyer*](#)
- I am part of a partnering diocese, **and** my parish or school has an institutional subscription: [*Signing Up in a Partnering Dioceses*](#)
- My diocese is **not** partnered, but my parish or school has an institutional subscription: [*Signing Up Under an Institutional Subscription*](#)
- I would like to check to see if my parish or school has an institutional subscription: [*Signing Up Under an Institutional Subscription*](#)
- My parish or school is not registered, but I want to sign up as an individual: [*Signing Up for an Individual Guild Membership*](#)
- I already have an account, but I need to add/switch my subscription: [*Adding or Switching Subscriptions*](#)

SIGNING UP WITH A LINK

- Begin by clicking on the link that was sent to you by your diocesan official or institutional leader.
- Select the option to “create a new account.”

IMPORTANT NOTE: *If you have previously created an account on our platform, you should not create a second account. Instead, see the section of this guide on [*Keeping Your Account Information Updated*](#).*

- On the next page, enter your information into the required fields (all fields with a red * are required).
- Scroll down to the bottom of the page and select the green “Create new account” button.

You have now finished the sign-up process! To learn more about your new dashboard and navigating Franciscan At Home, please go to the [*Start Learning*](#) section of this guide.

SIGNING UP WITH THE QR CODE ON THE FLYER

- Begin by scanning the QR code on the flyer with your smartphone or tablet.
- Select the option to “create a new account.”

IMPORTANT NOTE: *If you have previously created an account on our platform, you should not create a second account. Instead, see the section of this guide on [Keeping Your Account Information Updated](#).*

- On the next page, enter your information into the required fields (all fields with a red * are required).
- Scroll down to the bottom of the page and select the green “Create new account” button.
- On the next page, select your diocese and institution from the drop-down lists and click on the blue “Sign Up” button.

You have now finished the sign-up process! To learn more about your new dashboard and navigating Franciscan At Home, please go to the [Start Learning](#) section of this guide.

SIGNING UP IN A PARTNERING DIOCESES

- Begin by visiting FranciscanAtHome.com and click on the “Partnering Dioceses” tab in the top right corner of the page.
- Search for and select your diocese from the list of partnering dioceses.
- On the landing page for the diocese, read the customized welcome message for important information regarding your diocesan partnership and use of Franciscan At Home.
- Click on the second blue button on the right-hand side of the page that says, “My parish or school is already registered...”
- Select the option to “create a new account.”

IMPORTANT NOTE: *If you have previously created an account on our platform, you should not create a second account. Instead, see the section of this guide on [Keeping Your Account Information Updated](#).*

- On the next page, enter your information into the required fields (all fields with a red * are required).
- Scroll down to the bottom of the page and select the green “Create new account” button.
- On the next page, select your institution from the drop-down list of institutions in the diocese and click on the blue “Sign Up” button.

TUTORIAL OPTIONS: WATCH [THIS TUTORIAL](#) OR VIEW THE FULL LIST OF [LEARNER TUTORIALS](#)

SIGNING UP UNDER AN INSTITUTIONAL SUBSCRIPTION

- Begin by visiting FranciscanAtHome.com.
- Scroll down to the “To Get Started...” portion of the page and select the box for “Individual Subscriptions.”
- Under the option “Does your institution (parish, school, etc.) already have a subscription?” click on the blue “Free Sign Up” button.
- Select the option to “create a new account.”

IMPORTANT NOTE: *If you have previously created an account on our platform, you should not create a second account. Instead, see the section of this guide on [Keeping Your Account Information Updated](#).*

- On the next page, enter your information into the required fields (all fields with a red * are required).
- Scroll down to the bottom of the page and select the green “Create new account” button.
- On the next page, select your diocese and institution from the drop-down lists and click on the blue “Sign Up” button.

You have now finished the sign-up process! To learn more about your new dashboard and navigating Franciscan At Home, please go to the [Start Learning](#) section of this guide.

SIGNING UP FOR AN INDIVIDUAL GUILD MEMBERSHIP

- Begin by visiting FranciscanAtHome.com.
- Scroll down to the “To Get Started...” portion of the page and select the box for “Individual Subscriptions.”
- Under the option “If your institution does not subscribe, we invite you...” click on the blue “Learn More” button.

This will take you to the informational page for our International Guild for Catechists and Leaders FranciscanAtHome.com/Guild.

- Select the first blue button on the right-hand side of the screen that says, “I would like to join the Guild as an individual...”
- Choose the cost best suited for your situation and follow the prompts on the screen to finish signing up.

The generosity of others has allowed us to be flexible in our pricing structure. Please give what you can so that we can continue to pay it forward.

- Select the option to “create a new account.”

IMPORTANT NOTE: *If you have previously created an account on our platform, you should not create a second account. Instead, see the section of this guide on [Keeping Your Account Information Updated](#).*

- On the next page, enter your information into the required fields (all fields with a red * are required).
- Scroll down to the bottom of the page and select the green “Create new account” button.
- On the next page, select your diocese and institution from the drop-down lists and click on the blue “Sign Up” button.

You have now finished the sign-up process! To learn more about your new dashboard and navigating Franciscan At Home, please go to the [Start Learning](#) section of this guide.

KEEPING YOUR ACCOUNT INFORMATION UPDATED

Now that you have created an account on FranciscanAtHome.com, our system will keep track of all your workshop progress, and you'll never have to create a second account.

We understand that change happens! That's why we have made it simple to update your account. Whether you are switching parishes, moving schools, or you just want to change your password, you can easily make these changes by following the steps below.

ADDING OR SWITCHING SUBSCRIPTIONS

To Add a Subscription:

To add an institutional subscription to your account, please follow the instructions under the [Signing Up Under an Institutional Subscription](#) section of this guide.

To add an individual guild subscription to your account, please follow the instructions under the [Signing Up for an Individual Guild Membership](#) section of this guide.

To Switch Subscriptions:

Begin by signing up under the correct subscription (*See instructions above*). Once you have added the correct subscription to your account, you can remove your previous subscription.

To Remove or Cancel a Subscription:

Scroll down to the bottom of your dashboard, to the “My Memberships” section of the page. Select the “Cancel this membership” button next to the subscription you wish to remove.

IMPORTANT NOTE: *You can have multiple subscriptions associated with your account, so you don't have to remove a previous subscription unless you are no longer associated with that institution.*

UPDATING YOUR LOGIN INFORMATION

To login to your account on [FranciscanAtHome.com](#), you will need to know the email address and password associated with your account.

If you are having trouble logging in, you can change or reset your email and password information by following the instructions below:

To Reset Your Password:

- Visit [FranciscanAtHome.com](#) and click on the “Login” button in the top right corner of the screen.
- On the login page, select the “Request new password” option near the top of the page.
- Enter the email address associated with your account.
- Instructions for resetting your password will then be sent to this email address.

Unfortunately, the “Request new password” option only works if the email address associated with your account is correct and active. Please [Contact Us](#) directly if you are unable to retrieve the password reset.

To Change Your Email Address:

If your email address is no longer correct, you can still use it to login to your account if you remember your password. You can then update your email address under the “Edit my account” tab on your dashboard.

Please [Contact Us](#) directly if you need to update your email address and you cannot access your account.

EDITING YOUR ACCOUNT INFORMATION

To edit any of the account information that you entered when you first created your account (i.e., your name, email address, password, phone number, etc.), you will first need to log in to your account on [FranciscanAtHome.com](#).

IMPORTANT NOTE: *If you are having trouble logging in with your email and password, please see the section on [Updating your login information](#).*

- Once you have successfully logged in to your account, select the “Edit my account” tab at the top of your dashboard.
- Scroll through your account information and determine if any of the information is incorrect or outdated.
- Once you have finished making the desired changes, scroll down to the bottom of the page and select the green “Save” button at the bottom of the page.

IMPORTANT NOTE: *The diocesan and parish information located on the “Edit my account” tab does NOT change the subscription associated with your account. To update your subscription information, please see the [Adding or Switching Subscriptions](#) section of this guide.*

TUTORIAL OPTIONS: WATCH [THIS TUTORIAL](#) OR VIEW THE FULL LIST OF [LEARNER TUTORIALS](#)

A FEW LEARNING TIPS AS YOU BEGIN

To inspire and encourage you...

Since the time of the apostles, people have shared their faith in Jesus Christ person-to-person, generation-to-generation, in an unbroken chain. In every generation the Lord calls his people to pass on what they themselves have received: “For I received from the Lord what I also delivered to you” (1 Cor 11:23).

As catechists, we are part of this generation’s link in that unbroken chain of faith. Handing on the faith is a deeply personal endeavor. Those we invite towards a deeper love for God and His Church will one day invite others. May the good Lord bless your desire to seek Him more deeply, and may you find good fruit for your soul here!

We are excited that you are about to embark on the learning process of these workshops. What you are entering into is not just another online course, but a formation experience that draws from the time-tested mentoring strategies handed down by catechists throughout Church history blended with an online format that gives you access to the best Catechetics faculty and speakers in one location.

START LEARNING

As a learner with an active subscription on FranciscanAtHome.com, you now have access to the “Start Learning...” section on your dashboard. This section gives you access to all the workshops and tracks available on our platform.

STARTING A TRACK

IMPORTANT NOTE: Many of our partnering dioceses have customized their own tracks for their learners. Please be sure to start the correct track in order to meet the diocesan requirements.

To get started in a particular track or ministry area, please follow the instructions below:

- On the left-hand side of your dashboard, select the title of the track that you would like to begin.
- Choose one of the “Start this track...” options.

IMPORTANT NOTE: *Every learner on our platform has the option to “Start this track without a mentor.” Some dioceses and institutions offer mentoring for their learners, and in these cases the option to “Start this track and request a mentor from...” might be listed as additional options. For more information on these options, please view the [Requesting a Mentor](#) section of this guide.*

- Click on the title of the first course of study.
- This will take you to a new page where you can click on the option to “Start this course.”
- You can now click on any of the workshop titles in this particular course, and our platform will keep track of your progress.

TUTORIAL OPTIONS: WATCH [THIS TUTORIAL](#) OR VIEW THE FULL LIST OF [LEARNER TUTORIALS](#)

SEARCH ALL WORKSHOPS, WEBINARS, AND SEMINARS

On the right-hand side of your dashboard, you have the option to search through an alphabetical list of all the workshops, webinars, and seminars that are available on FranciscanAtHome.com. This gives you the ability to narrow the search by title, presenter, language, and type of resource to better help you find the resources that can best serve your needs.

For more information on the distinction between workshops, webinars, and seminars, please see their definitions in the [Basic Terms and Definitions](#) section of the guide.

STARTING A WORKSHOP

To start a workshop, click on the workshop title, either from the alphabetical list on the right-hand side of the dashboard or from within the context of a track.

If you are taking workshops on our platform as part of a partnering diocese, please make sure you are completing the workshops in the context of a track to receive credit.

Select the option to “Start this workshop.”

Once you've started a few workshops, you may notice that all the workshops on Franciscan at Home follow the same structure. No matter which workshop you click into, the same key elements will *always* be there. For example, every workshop on our platform will have the Patron Saint, Resources, and Workshop Presenter boxes on the right-hand side of the page.

Below is a list of each of the elements that are commonly found within our workshops, as well as a brief definition of how they are used in the context of our workshops.

Description: This is a brief explanation of the topic area that this workshop is going to cover along with how this topic relates to goals that the learner is trying to achieve in his/her ministry area.

Bookmark this workshop: This feature is available in the top-right corner of every workshop and allows learners to pin the workshop to their dashboard for quick and easy access.

Patron Saint: The lives of the Saints are a beautiful gift that the Church offers to us. We have chosen a Patron Saint for each workshop so that we can learn more about the Saints, as well as ask for the Saint's intercession as we work through the content of the workshop.

Resources: This box includes helpful links to resources that you may find beneficial as you continue through the workshop. These links include things like Scripture, the Catechism, a Catholic dictionary, a list of abbreviations of Church documents, the attributions for the artwork and media we use, and other resources. Please feel free to take a look at all this section has to offer.

Workshop Presenter: We include a brief bio of our workshop presenter to give you a little insight into who this individual is as a person. You will be spending a lot of time with many of our presenters, and we thought it was a shame that you couldn't get to know each other more. Our hope is that these short bios (especially the ones with video clips) will help you feel more connected to the presenter.

Scripture: Every workshop begins with a relevant quote from Scripture, from which the rest of the workshop can then flow.

Objectives: The goals of the workshop. At the end of the workshop, the learner will be able to walk away with these three things.

Handouts: Additional pages that were created to help the learner navigate the workshop content successfully.

Introduction: Any "need to know" information that the learner should understand before entering into the video content of the workshop.

Pre-Task: These help to gauge where the learner's starting point is with a particular topic. In other words, what does the learner already know about this topic area.

Segment: Workshops are divided into what we call segments. Each workshop is made up of 6-10 segments and each segment includes a 10-12-minute video, followed by a task, and an automated response.

Task: The tasks are designed to engage the learner in the content that they received from the video in order that the learner may understand the content, apply the practical skill, and grow spiritually. Tasks are not merely multiple-choice questions to see if the learner was listening, but reflective questions that encourage each learner to take the content of the workshop and apply it to his/her ministry area and everyday life.

Formation Companion: A formation companion is someone who supports you in meeting the goals of a workshop and with whom you can share your thoughts candidly. Your formation companion is a person you choose to accompany you through the workshops, a friend who will also be a sounding board. He/she is not expected to be an expert in the area or a second mentor, but rather an available, supportive person to walk with you on this journey. This could be a spouse, neighbor, co-worker, long-time prayer partner, etc. We've designed the workshops to lean into this type of relationship as an urgently important part of your progress.

Automated Response: This is the additional guidance and help we provide for learners after every task, often including other resources and clarification of points within the workshop.

Final Questions: The final questions at the end of a workshop are often used by the mentor as a conversation starter when a learner has completed a workshop.

Evaluate this workshop: After completing a workshop, the learner has the option of evaluating the workshop. These evaluations help us to know how *we* are doing in delivering our content. Many of the changes that we have made to our workshops and to Franciscan at Home started as ideas that we received as feedback in evaluations. The evaluations give *us* an opportunity to grow.

Email me my workshop progress: Although our platform tracks a learner's progress through a workshop, learners also have the option to "Email me my workshop progress." The platform will send the learner a copy of the workshop responses for his/her own records.

TUTORIAL OPTIONS: WATCH [THIS TUTORIAL](#) OR VIEW THE FULL LIST OF [LEARNER TUTORIALS](#)

KEEPING TRACK OF MY PROGRESS

Now that you have started taking workshops on Franciscan At Home, there are a couple of ways that you can keep track of the workshops you have started and/or completed.

Bookmarking a workshop: This feature is available in the top-right corner of every workshop and allows learners to pin the workshop to their dashboard for quick and easy access.

Track progress page: When you click into a track that you have previously started, you will be able to see your workshop progress in the drop-downs for each course. This progress will tell you if the workshop is in progress or complete. If the learner is being mentored, this view will also let the learner know the mentor reviewed status of the workshop (Unsent, Pending, or Approved).

Started Workshops, Webinars, and Seminars: Your progress through individual workshops can be seen under the “Started Workshops, Webinars, and Seminars” section of your dashboard. This drop-down section shows the progress of all the workshops you have started on FranciscanAtHome.com, regardless of whether the workshop was completed within the context of a track.

You can use the “Email All Progress” feature to send yourself a copy of this drop-down view, or the “Email My Progress” feature to send yourself a copy of the tasks and your responses for a specific workshop.

Your individual account on Franciscan at Home allows you to login and complete workshops at your own pace. Franciscan at Home will record your progress through the various workshops and tracks and allow you to continue from where you left off.

TUTORIAL OPTIONS: WATCH [THIS TUTORIAL](#) OR VIEW THE FULL LIST OF [LEARNER TUTORIALS](#)

RECEIVING A CERTIFICATE

IMPORTANT NOTE: Certificates are generated based on the completion of a course of study, rather than individual workshop or entire tracks.

There are two types of certificates that are offered on Franciscan At Home.

- Diocesan certificates for customized diocesan tracks
- Catechetical Institute certificates for Franciscan tracks

Diocesan Certificates: To receive a certificate for the work you have complete on Franciscan at Home, please contact your diocese to determine if the diocese administers certificates through

our Franciscan at Home platform and to make sure you are meeting/have met all of the requirements.

Catechetical Institute Certificates: To receive a certificate from the Catechetical Institute for a Franciscan Track, learners must complete the workshops with a Catechetical Institute mentor. Catechetical Institute mentors are used for learners who are completing a track through the Bosco Conference and/or for learners who have paid the addition costs of mentoring through the Guild. Please see the *Join GUILD CIRCLES* section of the [Guild Learners](#) guide for more information.

MENTORING

REQUESTING A MENTOR

Diocesan and Institutional Mentorship: For those seeking mentorship through a diocese, the diocesan offices would normally match mentors to learners, or delegate that decision to the parish or school leadership. Your diocese should inform you on whether you are required to be mentored through a track for certification. Please contact the diocese if you are unsure.

To request a mentor for a particular track, please follow the instructions below:

- Click on the title of the track on the left-hand side of your dashboard.
- Select the option to "Start this track and request a mentor from... *Name of Parish/School/Diocese.*"
- If your institution and/or diocese has enabled you to request a specific mentor, this is where you would find his/her name. (An institutional leader or diocesan official will still be able to approve or deny the request)
 - Your diocese or institution must first grant you permission to request a mentor. If you are required to complete the track with a mentor but have not yet been given permission to request a mentor, please contact your institutional leader or diocesan official.
- Once you have been assigned a mentor, both you and your mentor will receive an email informing you of the pairing, and your mentor's bio will be displayed on the track page.
- You can email your mentor at any time by clicking into the track page and clicking on the blue "Send Message" button under the bio.

Catechetical Institute Mentorship: Catechetical Institute mentors are used for learners who are completing a track through the Bosco Conference and/or for learners who have paid the addition costs of mentoring through the Guild.

Bosco Conference learners can follow the instructions above to request a mentor by selecting the option to “Start this track and request a mentor from “Bosco **Year** Conference Participants.”

Guild learners should follow the instructions under the *Join GUILD CIRCLES* section of the [Guild Learners](#) guide before trying to request a mentor.

TUTORIAL OPTIONS: WATCH [THIS TUTORIAL](#) OR VIEW THE FULL LIST OF [LEARNER TUTORIALS](#)

STYLES OF MENTORING

There are two different styles of mentoring that have become quite popular with our learners on FranciscanAtHome.com. There are several learners on our platform that are being mentored one-to-one. In this style, a learner works through the workshops individually, and meets with his/her mentor once the workshop is completed to discuss the content.

In the second (and most preferred) style, learners complete the workshops together in a group setting. In this style, the learners watch the videos together and use the tasks as discussion starters. The mentor in this style then acts as the group facilitator and is mentoring the group together instead of each person individually.

The Role of the Mentor: The role of the mentor is to help guide learners as they journey through the workshop, and to help the learners integrate what they are learning into their every day lives. The role is not to act as a second teacher of the content, instead it is a role of accompaniment.

Although your mentor may occasionally correct spelling of key terms, he/she will not be correcting grammar and spelling elsewhere. If this is not a strong point, do not worry! The mentor will only correct spelling or phrasing that, if used incorrectly could be misunderstood in a way that would distort the faith. So, when it comes to your concerns about written work, please write as you write, relax, and do not worry about making mistakes.

Submitting the Workshop to your Mentor for Approval: Once you have completed all the tasks within the workshop. You'll want to submit the workshop to your mentor to be approved. To do so, please follow the steps below:

- Scroll down to the bottom of the workshop.
- Select the green “Send workshop to mentor for final review” button at the very bottom of the page.
- All the tasks (including the final three questions) must have a response written in them for the workshop to be sent to the mentor.

TUTORIAL OPTIONS: WATCH [THIS TUTORIAL](#) OR VIEW THE FULL LIST OF [LEARNER TUTORIALS](#)

USER GUIDE

FOR GUILD LEARNERS

ADDED VALUE

In addition to all of the workshops on Franciscan at Home, Guild learners also have access to our large collection of other resources right from their dashboards. This section of the learner guide walks Guild learners through the dropdowns that are available at the top of the user dashboard.

To sign up for a Guild subscription, please follow the instructions under [*Signing Up for an Individual Guild Membership*](#).

FOR GUILD MEMBERS » UPCOMING EVENTS

This section offers four additional drop-down lists of different types of events that are available to you as a Guild learner. A description of each type of event is included below:

COME TO OUR ANNUAL ST. JOHN BOSCO CONFERENCE

We hope you can join us in person for our annual St. John Bosco Conference for Evangelization & Catechesis to be personally uplifted, encouraged, and rejuvenated for mission! While we call it a “conference” and offer workshops for all ministry roles, it is also deeply imbued with prayer, reflection, sacraments, and adoration. There are plenty of opportunities to “come away” and simply be with Jesus amid beautiful verdant surroundings.

PARTICIPATE IN OUR GUILD WEBINAR SERIES

The Catechetical Institute is providing a FREE webinar series to serve the Church. Although we offer over 200 outstanding ministry formation workshops available to our learners on FranciscanAtHome.com, we want to do more to build leaders and create networks of supportive relationships to foster creative approaches and best practices in a myriad of ministry areas.

To that end, we invite you to join us for our webinar series. Please take a look at this section of your dashboard for the upcoming webinar dates and topics. We also invite you to put these dates on your calendar and share them with those you lead!

DISCOVER CATECHETICAL EVENTS NEAR YOU

In this section of the Guild drop-downs, we'll include any of the Catechetical events that have been brought to our attention that we think you (as a catechetical leader) could benefit from

participating in. For example, information on Franciscan University's own School of Spiritual Direction is made available to you here.

JOIN GUILD CIRCLES

Guild Circles are places to meet those who have the same enthusiasm for catechetical ministry, the same desire to grow, the same commitment to the Church's Magisterial principles for the communication of the faith, places to make catechetical friendships and to share and receive ideas in ministry together. The Circles are small groups planned by various Guild Leaders to focus on ways we have found most help people to rise towards excellence, whether it be in parenting, in priesthood, or any of the myriad paycheck and volunteer teaching and ministry roles. Guild Circles are also a great way to meet and connect with likeminded catechists and leaders in your field from all over the world, enabling you to share challenges and best practices openly in a small group setting.

You can sign up for any of the Guild circles that you wish to participate in by clicking on the green button next to the title of the Guild circle. Please note that you will not be registered for the Guild circle until you have completed the payment.

This section is also where you go to sign up for mentoring if you choose to sign up for **One-to-One Mentoring with Trained CI Mentors**. This one-to-one mentoring option is an additional cost of \$12.99 per month for as long as you choose to be mentored.

FOR GUILD MEMBERS » GOOD NEWS & RESOURCES

The "Good News & Resources" section offers a wide range of resources that we feel would be beneficial to Guild learners. Although the dropdowns in this section are self-explanatory, there are a few items that we would like to bring to your attention.

Through your participation in the Guild, we are able to provide you with online access to all the articles of Franciscan's catechetical magazine, *The Catechetical Review*. Designed primarily for catechetical leaders, Catholic school teachers, youth ministers, OCIA coordinators and anyone involved in faith formation and evangelization, *The Catechetical Review* provides a significant number of articles on a wide range of topics.

This section also gives you access to past webinars, Bosco Conference talks, the Catechetical Conversation series, and more! We invite you to explore this section on your own to determine how the Guild can best meet your needs with the resources it offers.

TUTORIAL OPTIONS: WATCH [THIS TUTORIAL](#) OR VIEW THE FULL LIST OF [LEARNER TUTORIALS](#)

USER GUIDE

FOR THE CATECHETICAL REVIEW JOURNAL

CATECHETICAL REVIEW ON FRANCISCAN AT HOME

Catechetical Review (Journal): The Catechetical Review (CR) is an international quarterly catechetical journal primarily written for Directors of Religious Education, catechetical leaders, religious educators, youth ministers, OCIA coordinators, and anyone involved in faith formation. Its contributors, who aim to help in the formation of all those in a position to hand on the faith, come from academic catechetics faculties and “from the field.”

ACCESSING ONLINE ARTICLES

All learners with an active membership can access the Catechetical Review from the dashboard of his or her active account:

- Log in to your account on [FranciscanAtHome.com](https://www.franciscanathome.com).
- Scroll down to the “Start Learning” section of your dashboard.
- In the bottom-left corner, there is a box titled “The Catechetical Review.”
- Click on the “CR” logo in the middle of the box.

This link will take you to the home page of the Catechetical Review. Here you can view all past issues of the journal, search through the articles, view the articles by category, and read about the authors. On this page, you’ll also have the opportunity to purchase print copies of the journal. Just click on the option to [View our special offer for you!](#) to purchase the print issues.

PURCHASING PRINT COPIES OF THE JOURNAL

Parishes and schools that sign up as an institution on Franciscan At Home will receive a hard copy of the *Catechetical Review*, but individual learners can choose to sign up to receive the hard copy issues of the journal as well.

Click here to [View our special offer for you](#), and sign up to receive four (4) beautiful issues of the Catechetical Review mailed to you over the next year for only \$60!

You can also purchase additional copies of past issues by visiting <https://www.lulu.com/spotlight/thecatecheticalreview>.

LIST OF TUTORIAL LINKS

VIDEO TUTORIALS

TUTORIALS FOR LEARNERS

The headers for the tutorials below are hyperlinked to that section of the guide for your convenience.

QUICK START FOR INDIVIDUALS IN PARTNERING DIOCESES

[***https://FranciscanAtHome.com/node/22166***](https://FranciscanAtHome.com/node/22166)

CREATING AN INDIVIDUAL ACCOUNT

[***https://FranciscanAtHome.com/node/22167***](https://FranciscanAtHome.com/node/22167)

SIGNING UP UNDER AN INSTITUTIONAL SUBSCRIPTION

[***https://FranciscanAtHome.com/node/22168***](https://FranciscanAtHome.com/node/22168)

SIGNING UP FOR AN INDIVIDUAL GUILD MEMBERSHIP

[***https://FranciscanAtHome.com/node/22169***](https://FranciscanAtHome.com/node/22169)

EDITING YOUR ACCOUNT INFORMATION

[***https://FranciscanAtHome.com/node/22170***](https://FranciscanAtHome.com/node/22170)

UPDATING YOUR LOGIN INFORMATION

[***https://FranciscanAtHome.com/node/22171***](https://FranciscanAtHome.com/node/22171)

ADDING OR SWITCHING SUBSCRIPTIONS

[***https://FranciscanAtHome.com/node/22172***](https://FranciscanAtHome.com/node/22172)

STARTING A TRACK

[***https://FranciscanAtHome.com/node/22173***](https://FranciscanAtHome.com/node/22173)

STARTING A WORKSHOP

[***https://FranciscanAtHome.com/node/22174***](https://FranciscanAtHome.com/node/22174)

REQUESTING A MENTOR

[*https://FranciscanAtHome.com/node/22175*](https://FranciscanAtHome.com/node/22175)

SUBMITTING A WORKSHOP TO YOUR MENTOR

[*https://FranciscanAtHome.com/node/22176*](https://FranciscanAtHome.com/node/22176)

KEEPING TRACK OF MY PROGRESS

[*https://FranciscanAtHome.com/node/22177*](https://FranciscanAtHome.com/node/22177)

FOR GUILD MEMBERS » GOOD NEWS & RESOURCES

[*https://FranciscanAtHome.com/node/22178*](https://FranciscanAtHome.com/node/22178)