




## Instructions for Accessing Your Child's Confirmation Folder

 Please keep this sheet for reference throughout the Confirmation years.

### 1. Scan or Click

- When you **scan the QR Code** with your phone's camera (or click the link provided), you will be directed to your child's **Confirmation folder** in Google Drive.

### 2. Open Google Drive


- Inside the folder, you can view your child's **Confirmation Progress Report**.
- The Confirmation Progress Report is updated each year your child is in the program. It shows:
  -  What has already been completed (requirements turned in)
  -  What is still outstanding (requirements that need to be submitted)
  -  A checklist of all requirements that must be completed before receiving the Sacrament of Confirmation (e.g., Topics, Mass Notes, Service Project Report, Parish & Service Hours Log, Saint Report, and more, and any other parish-specific requirements).

This progress report allows families to see **exactly where their child is at in the process** and what still needs attention during the Confirmation years.

### 3. Upload Requirements

You may upload the following Confirmation requirements directly into your child's folder:

- **Topics Papers** – Written reflections on assigned topics (often completed with a sponsor as an activity or discussion).
- **Mass Notes** – Notes or reflections from attending Mass.
- **Service Project Report** – A summary of your child's Confirmation service project.
- **Parish and Service Hours Log** – Record of completed service and parish hours.
- **Researching Your Saint Name Paper** – Reflection on the Saint your child has chosen for Confirmation.
- **Any additional parish requirements** given by your program.

 You can upload scanned copies or take a photo of your child's completed hard copies and upload them electronically into the folder. If you prefer not to use paper, we also provide certain forms that can be filled out electronically and uploaded directly.

### 4. Save & Track Progress

- All documents you upload will stay in the folder as part of your child's digital portfolio.
- This will allow both you, your child's sponsor, and the Faith Formation team to track progress throughout the Confirmation years.

### **Troubleshooting**

- If the QR Code doesn't scan, try clicking the link provided.
- If you can't access the folder, make sure you are signed in with a Google account (Gmail address).
  - If you don't already have one, you may need to create a free Google account in order to access and upload files.
- If you have trouble uploading files, you can:
  - Use a computer instead of a phone
  - Save your file as a PDF or Word document before uploading
- If you still experience issues, please contact the Mary Mother of God AFC Faith Formation office by emailing [faithformation@mmogaafc.org](mailto:faithformation@mmogaafc.org) or calling 507-532-5711 for help.