Detailed instructions/options for adding the Annual Declaration to Upcoming Professional Requirements

From Antonio March 2020

1. If a Minister still has not filled in the 2019 Annual Declaration, you may want that to still appear for them as something they have to do.  If that is the case, then when the Annual Declaration 2020 is published, a minister that did not fill in the 2019 form will see both:

Annual Declaration 2019

Annual Declaration 2020

Not sure if this is desirable or not.  If it is, then you would leave the **Annual Declaration 2019** line as is in the **Active Upcoming Professional Requirements**, and you would create a new line in the grid with the following values:

* Initial Display Name: Annual Declaration 2020
* Initial Display Name (French): Déclaration annuelle 2020
* Requirement Title: Annual Declaration 2020
* Requirement Type: One Time
* Link to form or course: [https://unitedchurch.sharepoint.com/sites/OfficeOfVocation/SitePages/Annual-Declaration.aspx](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Funitedchurch.sharepoint.com%2Fsites%2FOfficeOfVocation%2FSitePages%2FAnnual-Declaration.aspx&data=02%7C01%7CDKigar%40united-church.ca%7Cb6143432f3494bdf670708d7d0e3b700%7Ccf18b5a826784011931215f0f7157574%7C0%7C0%7C637207548767826429&sdata=TBHJcJkVwCWdbkreE99J2KLeCIb6pW1zBhKiA7p7CFk%3D&reserved=0)

\*\*\*These are the same values as the Annual Declaration 2019 line, except we’ve replaced 2019 with 2020.

The challenge here is that if you have a new minister come online who was not a minister in 2019, when they login to ChurchHub they too will see both, which is not desirable:

Annual Declaration 2019

Annual Declaration 2020

So we would not recommend having both.

1. On the other hand, when the 2020 form is published, if you do not wish for the 2019 form to appear any long, then the steps you need to perform are very simple.  Just edit the **Annual Declaration 2019** line as is in the **Active Upcoming Professional Requirements** and change the values to:
* Initial Display Name: Annual Declaration 2020
* Initial Display Name (French): Déclaration annuelle 2020
* Requirement Title: Annual Declaration 2020
* Requirement Type: One Time
* Link to form or course: [https://unitedchurch.sharepoint.com/sites/OfficeOfVocation/SitePages/Annual-Declaration.aspx](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Funitedchurch.sharepoint.com%2Fsites%2FOfficeOfVocation%2FSitePages%2FAnnual-Declaration.aspx&data=02%7C01%7CDKigar%40united-church.ca%7Cb6143432f3494bdf670708d7d0e3b700%7Ccf18b5a826784011931215f0f7157574%7C0%7C0%7C637207548767836423&sdata=PhGEBtc7TVOXapK9V%2FKpk3uGq2zwO2ZRAaWpdK5LQwk%3D&reserved=0)

\*\*\*All you are doing here is changing 2019 to 2020.

To edit that line, you simply have to double click on that line in D365, then in the page to edit that record change the values and click Save.  This is the route we recommend you go!

This will have no affect on the list of requirements that a minister has already completed.  That is stored in a different list in the minister profile, so even if you change the Upcoming list to say 2020, the minister’s 2019 form will still show as completed in their Completed Requirements list on ChurchHub.

Following a conversation with my LEAD team colleagues involved in pastoral relations, we agreed that option 2 is preferred.