

1. One month before, run a report (group is birth to 2 (each campus) / member / birthdate is in the range of **** (must be 2 by August 31 of this year). Have coordinators check these and return to you by promotion week.
2. Log In to CCB.
3. Make sure you are in the **desired campus**.
4. Create a group named **HS - 2018 / 19 Graduates (use current year)**
5. Click on the **gear icon** on the right side of the screen.
6. Click on **Groups Promotion**.
7. Click on **Create a Promotion Plan**.
8. Name the promotion: **Kids and Students 2019** (use current year)
9. Beginning with the 12 grade group, create a plan as shown in the picture.
10. Once the plan is finalized, click on **Run This Plan**.
11. Next, click on **Create a Promotion Plan**.
12. Name the promotion: **2 Year Olds 2019** (use current year)
13. Click on the circle in the middle of the page that says **choose specific members**.
14. Next, manually promote children from birth to 2 groups to the 2 year old group according to the highlights on the coordinator rosters.

KIDS AND STUDENTS 2019 < back to group promotion plan list			Actions
Add a new item... Return to plan list			Rename this plan Delete this plan Run this plan
from: HS Students - 12th grade	56 people Edit	to: HS - 2018/19 Graduates	Delete
from: HS Students - 11th grade	76 people Edit	to: HS Students - 12th grade	Delete
from: HS Students - 10th grade	124 people Edit	to: HS Students - 11th grade	Delete
from: HS Students - 9th grade	127 people Edit	to: HS Students - 10th grade	Delete
from: MS Students - 8th grade	199 people Edit	to: HS Students - 9th grade	Delete
from: MS Students - 7th grade	199 people Edit	to: MS Students - 8th grade	Delete
from: MS Students - 6th grade	245 people Edit	to: MS Students - 7th grade	Delete
from: Kids 5th Grade - Lexington	270 people Edit	to: MS Students - 6th grade	Delete
from: Kids 4th Grade - Lexington	256 people Edit	to: Kids 5th Grade - Lexington	Delete
from: Kids 3rd Grade - Lexington	228 people Edit	to: Kids 4th Grade - Lexington	Delete
from: Kids 2nd Grade - Lexington	209 people Edit	to: Kids 3rd Grade - Lexington	Delete
from: Kids 1st Grade - Lexington	262 people Edit	to: Kids 2nd Grade - Lexington	Delete
from: Kids Kindergarten - Lexington	228 people Edit	to: Kids 1st Grade - Lexington	Delete
from: Kids 4 Year Old - Lexington	214 people Edit	to: Kids Kindergarten - Lexington	Delete
from: Kids 3 Year Old - Lexington	189 people Edit	to: Kids 4 Year Old - Lexington	Delete
from: Kids 2 Year Old - Lexington	180 people Edit	to: Kids 3 Year Old - Lexington	Delete