

# Archdiocese of Seattle Safe Environment Program

## PROCEDURES FOR TRAININGS

- 1) **Enter** the *Protecting God's Children* course you wish to host within the VIRTUS system through your facilitator access.
  - Call parish/school coordinator to confirm and touch-base with them in advance.
- 2.) **Print** participant workbook, sign-in sheets, facilitator evaluations, etc.
- 2) Night of training—
  - Make sure to bring your binder and DVD.
  - Facilitate training.
  - Collect evaluations and sign-in sheets.
- 3) **Ensure** everyone has signed the attendance roster (even walk-ins).
- 4) **Send** sign-in sheets and evaluations into Safe Environment Office.
  - 710—9th Avenue, Seattle, WA 98104

## HOW TO REGISTER YOUR PROTECTING GOD'S CHILDREN COURSE

**LOG-IN TO THE DATABASE:** [www.virtusonline.org](http://www.virtusonline.org).

- **Sign** into the VIRTUS database
- **Click** on the FACILITATOR tab
- **Click** on SESSION LISTING
- **Click** on ADD A NEW CLASS
- **Enter** necessary info & **Click** ADD SESSION

**Add Training Session:**

Training Title:

Language:

Location:

Start Date:

Number of days:

Start Time:  :

Length:  hours  minutes  Print clock hours on training certificate?

Maximum Size:  (leave blank if there is no size limit | enter 0 to prevent online registration)

Facilitator: (optional)

Available Facilitators	Selected Facilitators
Abraham, Zoltan Adams, Debbie Applegate, Dennis Arias-Reyes, Francisco Attebery, Chris Baird, Kristina Baker, Katherine Battles, Shannon Bergford, Leanne Boggs, Diane	

Contact Name:  (If blank the name will be: Jenna Gardner)

Contact Number:  (If blank the number will be: 206-274-3188)

Notes:

(put class restrictions here)



# Archdiocese of Seattle

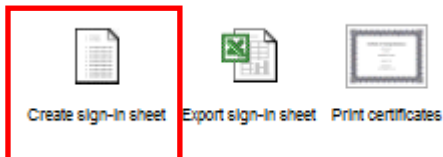
## Safe Environment Program

### PROCEDURES FOR PRINTING THE CLASS ROSTER

- 1) (After you have logged into your VIRTUS profile) **Click** on FACILITATORS TAB
- 2) **Click** on MANAGE REGISTRATION
- 3) **Find** the session you will be hosting and **press** continue

The screenshot shows a navigation bar with "Upcoming sessions" and "Past Sessions: 2015 2014 2013 2012 2011 2010". Below this is a dropdown menu with the selected session: "09/30/2015 10:00 AM - (Chancery - Seattle) - Protecting God's Children for Adults". A "Continue" button is located below the dropdown.

- 4) **Click** on CREATE SIGN-IN SHEET



- 5) Once you have facilitated the class and everyone has signed the roster, send the roster to the SEP Office. The SEP Office will give credit to those who have attended: 710 9th Ave., Seattle, WA 98104.

### PROCEDURES FOR DEALING WITH WALK-IN REGISTRANTS

- 1) **Print** the Walk-in Registration roster. You can download the walk-in roster by clicking on the hyperlink above "Walk-in Registration". Or you can print the roster by going to <http://www.seattlearchdiocese.org/SEP/ftoolkit.aspx> and going to **ITEMS TO PRINT.**
- 2) **Ensure** all walk-in registrants sign the walk-in registration roster.
- 3) **Send** the roster to the Safe Environment Office, where the staff there will provide all attendees of the class a certificate of attendance.