



A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



Facilitator Website Guide

Frequently Asked Questions:

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(To inquire about your specific access/procedures, please communicate with your Diocesan Coordinator.)

How do I create a session and add it to the scheduled list?

1. Select the “Facilitators” Tab from the tabs at the top of the page;



2. Click on a category under “Awareness Sessions” within the left-hand menu. One possible selection is “Session Listing”;



3. After selecting, “Session Listing”, all of the sessions that are currently scheduled will appear, allowing you to see the date/time, location, facilitator and maximum size. To add a new session, select, “Add a new session”;

Session Schedule			
<input type="button" value="Add a new session"/>			
Current Training Scheduled:			
Date/Time	Location	Facilitator	Max size

4. Enter class information, including the language, location, date, time, maximum size and timeframe length.

Add Training Session:

Training Title:

Language:

Location:

Start Date:

Start Time: :

Number of days:

Maximum Size: (leave blank if there is no size limit)

Length: hours minutes

5. Select the facilitator of the session from the list of "Available Facilitators", and then ensure that you click on "Click to add >>" so that the name appears in the "Selected Facilitators" box;

Facilitator:
(optional)

Available Facilitators

- 3rdoption, test
- Chesnut, Susan
- Doe, John
- Doty, Sharon
- Easterwood, Brian
- Facilitator, Fred
- flintstone, fred
- test, test
- test, test

Click to add >>

<< Click to remove

Selected Facilitators

6. Add in the contact information and any notes you want to display about the class (room information, attendee classification, the fact that only adults may attend, individuals must arrive on time, etc.);

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

Contact Number: (If blank the number will be:)

Notes:

(put class restrictions here, ie Priests only)

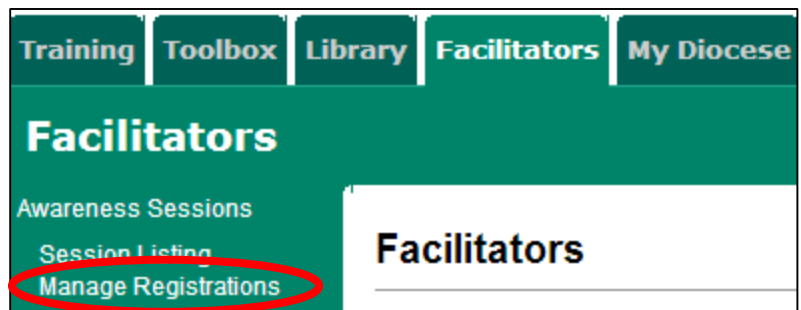
7. Select, "add session" to add the session to the schedule, or "Back" to discard changes/cancel.

How do I print an attendance verification sheet?

1. Select the “Facilitators” Tab from the tabs at the top of the page;



2. Click on a category under “Awareness Sessions” within the left-hand menu. One possible selection is “Manage Registrations”;



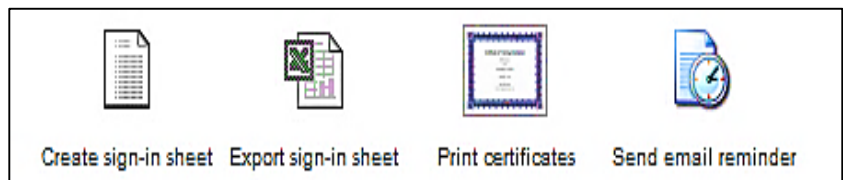
3. Select a training session from the drop-down box, and click on “Continue”.

Note: You will only be able to view the sign-in sheet information for sessions for which *you* are listed as one of the facilitators.

The image shows a form titled 'Select A Session:'. It has two links: 'Upcoming sessions' and 'Past Sessions: 2013'. Below these links is a drop-down menu with the text '04/30/2015 10:00 PM - (ZZZ-Default-Office Use Only) - Protecting God's Children for Adults'. Below the drop-down menu is a 'Continue' button. A red arrow points from the 'Continue' button in this screenshot to the 'Continue' button in the previous screenshot. Below the form, there is a section titled 'Manage registrations BY USER' and a link that says 'Click here to see a list of users who have registered for a training session.'

4. After selecting a session, choose one of the icons at the bottom of the page to: print certificates for each person, create a sign-in sheet or send an email reminder.

Note: Keep in mind that each participant may print their own certificate after attending the session and then receiving credit from the Administrator.



How do I help someone register if they come to the session but they didn't 'pre-register' online?

In order to receive credit, there must be an online registration and also a signature within the sign-in materials at the session. If the individual is registering before the session and there are available seats, that option will be provided to the person through the online registration process. After the session has already taken place, the individual may still register, but will denote within the online registration process that the class has already been attended, thereby following any additional promptings from the system.

1. As part of the introduction, the facilitator should ask how many people did not pre-register online for the class.

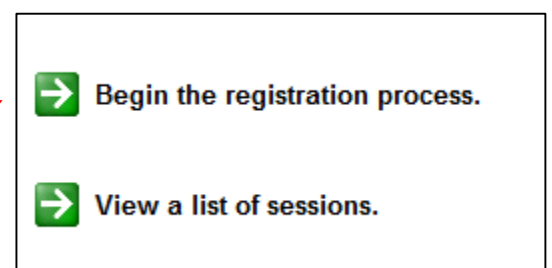
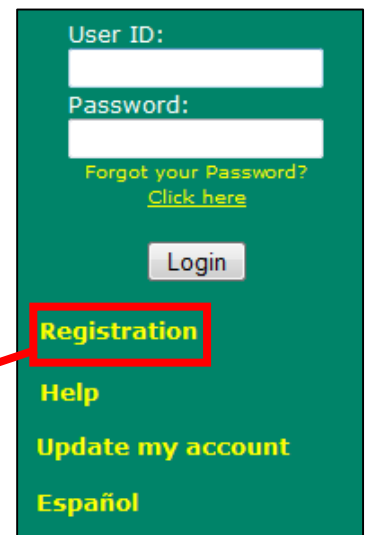
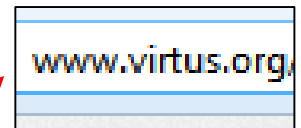
Before or after an individual's Protecting God's Children session (but not both), the participant will need to register online with the VIRTUS Program to receive credit. Online registration is required of all participants.

2. To assist individuals with the online registration process, direct them to insert www.virtus.org or www.virtusonline.org into the Internet browser of their choice (both addresses are for the same website. If the individual does not have Internet access and cannot temporarily gain Internet access via a school, university, library, work, home or other means, the person will need to communicate with the local parish or coordinator for assistance in registration.

3. Select "Registration" from the options on the left hand column of the page if the person does not already have an existing VIRTUS Online account. If they already have an account that they created, they would log back into the existing account and follow the prompts.

Note: The person who is post registering will not appear on the attendance verification sheet that the facilitator printed, and will need to add their name to the already-printed sheet.

4. Select "Begin the registration process"



- 5. Select your organization from the drop down list; then follow the prompts.

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VIRTUS[®]Online

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization ----->

- 6. Eventually, after several questions are asked as part of the registration process, the user will come to a specific prompt that asks, "Have you already attended a VIRTUS Protecting God's Children Session?"

The individual will select "Yes" ONLY if the person is post-registering for the session that they have already attended.

Note: If the individual is pre-registering for a session that has not yet begun, they may select "No," and follow the rest of the prompts.

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VIRTUS[®]Online

Have you already attended a VIRTUS Protecting God's Children Session?

- 7. If the individual selected "Yes", that they already attended a session for which they are post registering, then individual will need to select the exact session from the drop-down list.

To complete the registration process, follow the rest of the prompts.

Note: This will ensure that the administrator can give the person credit for the session as long as the online registration process has been completed, and the person's signature is on the sign-in sheet.



Please select the session you attended

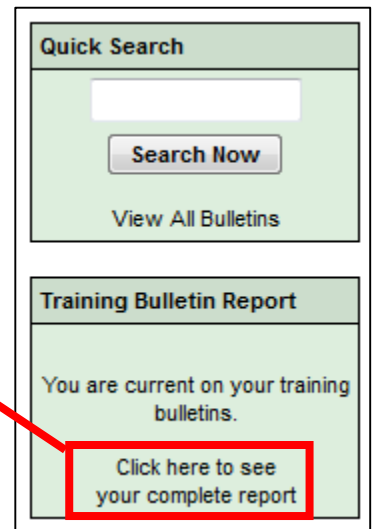
-- Please select --

How do I view my own (live or online) personal training completion/ requirements and print my certificate?

1. There are multiple ways to view your completed training. One way is to select the "Training" Tab from the tabs at the top of the page;




2. On the right side of the page, within the "Training Bulletin Report" box, select "Click here to see your complete report"



3. As shown below, all completed live and online training (including any bulletins or online modules) will be listed. It is also possible to print a certificate by clicking on the certificate icon.

Note: If you are assisting others with obtaining their certificates, keep in mind that your training requirements may be different from the users that are coming to the training—and therefore the access you have will appear differently in www.virtus.org.

General	Contact Info	Background Check	Required Documents	Training
Approval Date: 04/14/2014				
LIVE TRAINING				
Title	Date	Training Location	Status	
Protecting God's Children for Adults	05/03/2014 1:30 PM	Hilton St. Louis Airport (St. Louis)	Approved 	
TRAINING BULLETINS				
Type	Featured	Read	Missed	
Protecting God's Children for Adults (click here for details)	2	0	2	
Protecting God's Children for Facilitators (click here for details)	1	0	1	
Manually record training bulletins for this user Change the bulletin start dates for this user				
ONLINE TRAINING MODULES				
Module				
Protecting God's Children® Online Awareness Session 2.0				