

# Archdiocese of Seattle

## Safe Environment Program

### PROCEDURES FOR TRAININGS

- 1) **Enter** the *Protecting God's Children fir Adults* 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 USB/DVD.
  - Facilitate training.
  - Collect evaluations and sign-in sheets.
- 3) **Ensure** everyone has signed the attendance roster (even walk-ins).
- 4) **Email** sign-in sheets and evaluations to sep@seattlearch.org
  - Please DO NOT mail documents to the chancery. Email is preferred.

### HOW TO REGISTER YOUR PROTECTING GOD'S CHILDREN for ADULTS 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:

This session will be held via video conference (Zoom, WebEx, etc)

Start Date:

Start Time:  :

Number of days:

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:

<p><b>Available Facilitators</b></p> <div style="border: 1px solid gray; padding: 2px;">           Abraham, Zoltan            Adams, Debbie            Aldana, John            Alvarado, Paulina            Alvarado, Rudy            Arias-Reyes, Francisco            Attebery, Chris            Avila, Christyann            Baird, Jeff            Baird, Kristina         </div>	<input type="button" value="Click to add &gt;&gt;"/> <input type="button" value="&lt;&lt; Click to remove"/>	<p><b>Selected Facilitators</b></p> <div style="border: 1px solid gray; height: 60px; width: 100%;"></div>
---	---	--

Contact Name:  (If blank the name will be: Please contact your local parish/school)

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

Contact Info:  Show contact information during registration

Notes:

(put other class restrictions here)



# Archdiocese of Seattle

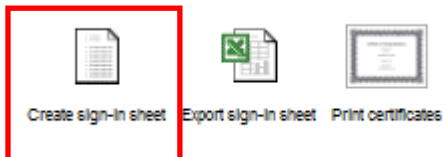
## Safe Environment Program

### 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, **email** the roster as soon as possible to the SEP office at [sep@seattlearch.org](mailto:sep@seattlearch.org). The SEP office is responsible for giving credit to those who have attended.
- 6) Please do NOT print or provide certificates of completion to any participant. Approval for attendance is the responsibility of the Safe Environment office. Certificates are automatically generated and emailed to attendees once their profile has been approved.

### PROCEDURES FOR DEALING WITH WALK-IN REGISTRANTS

- 1) **Walk-in Registration** may be included on the regular sign-in sheet. Just be sure there are additional blank lines for anticipated walk-ins.
- 2) **Ensure** all walk-in registrants complete the information and sign the walk-in registration roster.
- 3) **Walk-in** registrants will be approved with other attendees by the Safe Environment Coordinator at the chancery.