



# THE MINISTRYSAFE SAFETY SYSTEM

Tips for you and your team

## Summary of Topics

Available Trainings  
Creating your Account  
Using your Control Panel  
Frequently Asked Questions

# AVAILABLE TRAININGS

*Primary Trainings include:*

## **Sexual Abuse Awareness Training**

Sexual Abuse Awareness Training forms the foundation of the Safety System and provides a basic understanding and awareness of child sexual abuse risk, abuser characteristics, the abuser's grooming process, and common grooming behaviors.

Audience: Volunteers and staff members - anyone who wears your nametag

Run Time: 1h 3 min

Cost: \$5 per person

## **Skillful Screening Training**

Skillful Screening Training educates managerial staff members and screening personnel about the risk of child sexual abuse and effective screening practices during the hiring or onboarding process.

Prerequisite: Sexual Abuse Awareness Training

Audience: Managers, screening personnel

Run Time: 2 hr 11 min

Cost: \$50 per person

## **MinistrySafe Institute**

MinistrySafe Institute provides seminary-level material aimed at vocational ministry professionals who desire educational resources addressing child sexual abuse risk at a deeper, more comprehensive level.

Audience: Pinnacle ministry employees, senior pastors, executive pastors, ministry risk managers, child-serving program leaders, children's ministers and youth pastors.

Run Time: 15 hr 6 min

Cost: \$150 per person

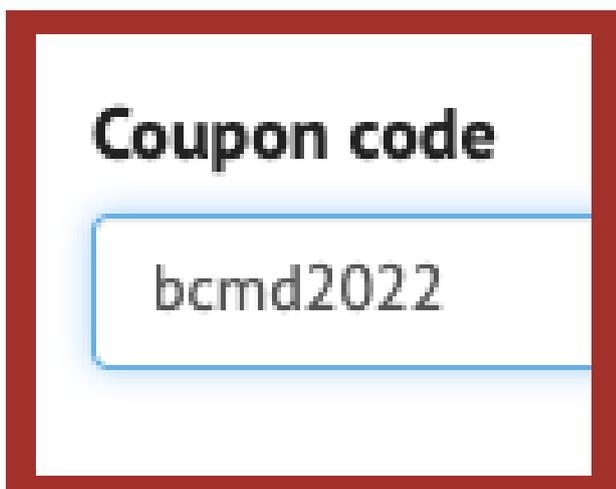
# CREATING YOUR ACCOUNT



To create your MinistrySafe account, go to the [sign-up page](#) on MinistrySafe's website. Select MinistrySafe Membership from the two options.

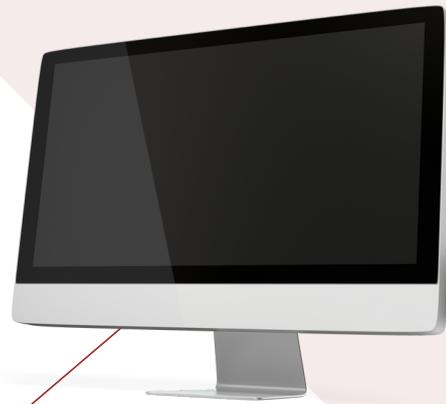
You will be asked to input information about yourself and your church. On the third and final page of the sign up process, you will be asked to provide billing information. This page includes a space to enter a coupon code. Enter the coupon code **bcmd2022** to receive \$100 off the first year's annual Membership fee.

Once you have submitted your billing information, you will have instant access to your new account.



# USING YOUR CONTROL PANEL

Learn how to add Users and send Trainings



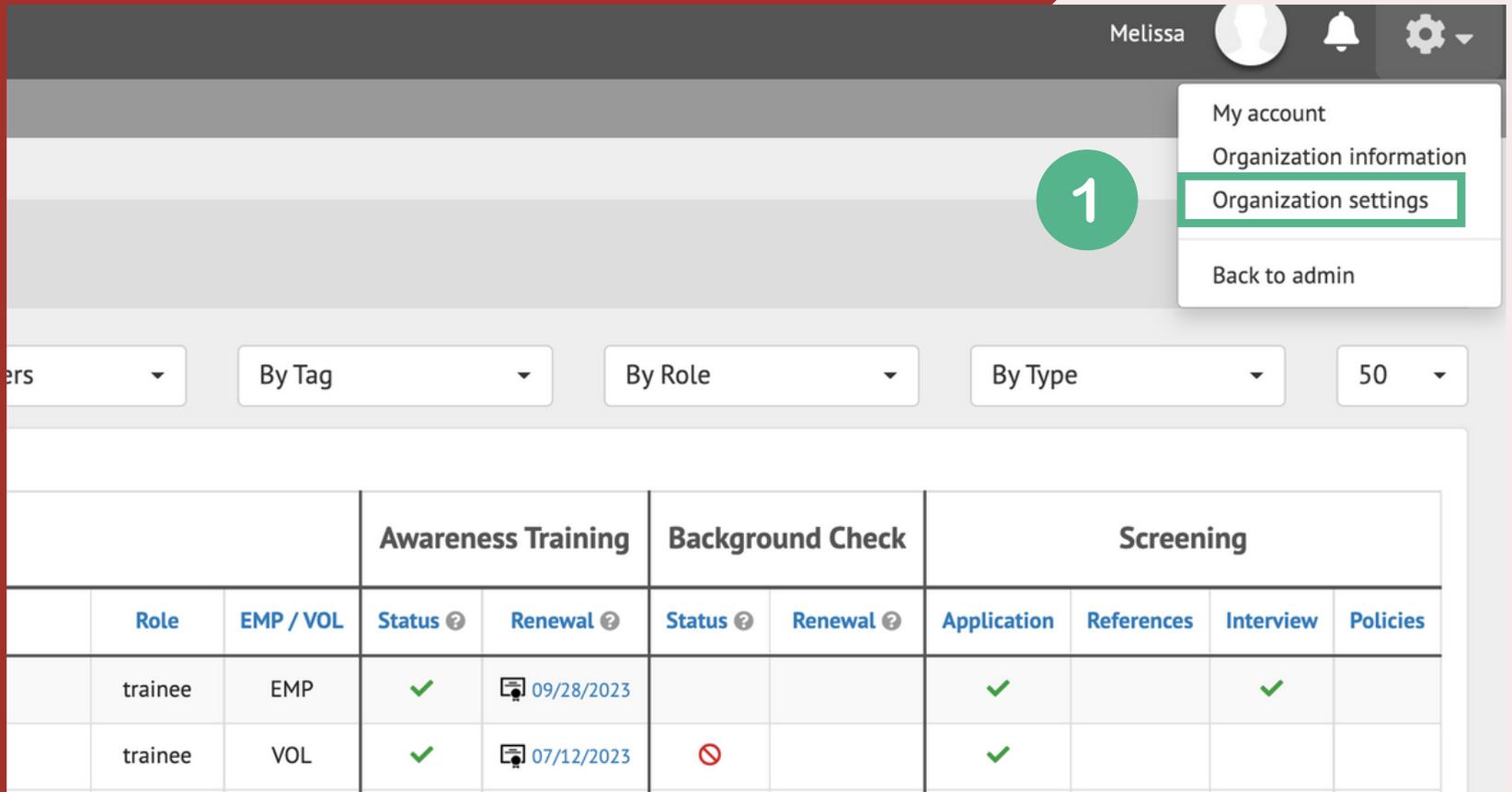
The image shows a video player interface for a "Safety System Demo". The video player is set against a background of a desk with a white cup of pens, a stack of books, and a black alarm clock. The video player's content area displays a screenshot of a web application interface. The interface has a dark sidebar on the left with navigation options: Home, Organizations, Manage Users, Trainings, Background Checks, Documents, Admin, and Help Center. The main content area shows a "Manage Users" table with columns for Last Name, First Name, Title, Role, DWP/VSL, Status, Awareness Training, Background Check, and Screens. A large red play button is overlaid on the center of the video player.

Last Name	First Name	Title	Role	DWP/VSL	Status	Awareness Training	Background Check	Screens
Anderson	Britney	Human Resources	Trainer	EMP	✓	✓	✓	✓
Chap	Rachel	Trainer	VOL	✓	✓	✓	✓	✓
Freeman	Jill	Trainer	VOL	✓	✓	✓	✓	✓
Hartwig	Laura	Trainer	EMP	✓	✓	✓	✓	✓
Harris	Austin	Trainer	EMP	✓	✓	✓	✓	✓
Leach	Chris	Trainer	VOL	✓	✓	✓	✓	✓
Jermolov	Lisa	Trainer	EMP	✓	✓	✓	✓	✓
Johnson	Angela	Trainer	VOL	✓	✓	✓	✓	✓
John	Patricia	Trainer	EMP	✓	✓	✓	✓	✓
Pham	Judith	Supervisor	EMP	✓	✓	✓	✓	✓

## Video Tour

Begin by viewing a video tour of the Safety System

# CREATE USER TAGS



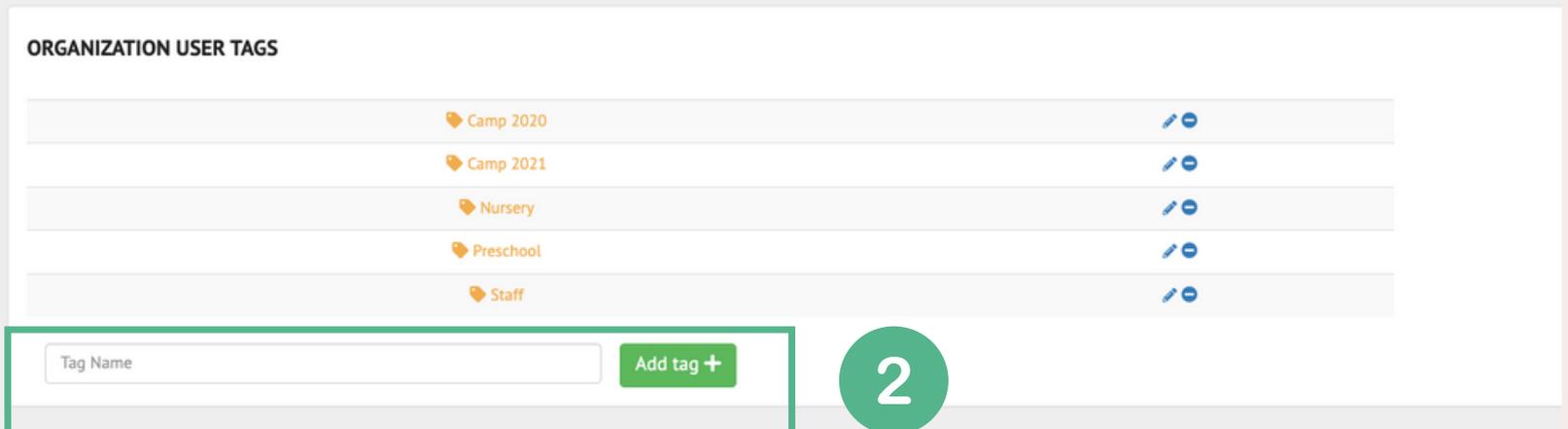
Melissa

- My account
- Organization information
- Organization settings**
- Back to admin

ers    By Tag    By Role    By Type    50

		Awareness Training		Background Check		Screening			
Role	EMP / VOL	Status ?	Renewal ?	Status ?	Renewal ?	Application	References	Interview	Policies
trainee	EMP	✓	📅 09/28/2023			✓		✓	
trainee	VOL	✓	📅 07/12/2023	⊘		✓			

User Tags are customizable labels to create organization within your Control Panel. Tags can be something that is specific to your organization such as ministry, program, or campus.



**ORGANIZATION USER TAGS**

- Camp 2020
- Camp 2021
- Nursery
- Preschool
- Staff

Tag Name

2

# ADD USERS AND SEND TRAINING

Ministry Safe  
Organization ID: 6320  
Manage organizations > Laura's MS Account > Home

Home  
Organizations  
**Manage Users**  
Trainings  
Background Checks  
Documents  
Admin  
Help Center

Show how to use safety system video

**Trainings Statistics**

Category	Percentage
Completed (Curr)	20%
None Assigned	10%
Assigned (Incorr)	10%
Needs renewal	40%

**Background Check Statistics**

Category	Percentage
Completed (Curr)	25%
None Assigned	10%
Assigned (Incorr)	10%
Needs renewal	40%

## CLICK 'ADD USER'

Ministry Safe  
Organization ID: 6320  
Manage organizations > Laura's MS Account > Manage Users

Home  
Organizations  
Manage Users  
Trainings  
Background Checks  
Documents  
Admin  
Help Center

Add user +

Search [ ] Active Users [ ] By Tag [ ]

User Information					
		Name	Tags	Role	EMP / VOL
<input type="checkbox"/>		Jennings, Lisa	Camp 2021, Preschool	trainee	EMP
<input type="checkbox"/>		Freeman, Jill	Camp 2020, Nursery	trainee	VOL
<input type="checkbox"/>		Johnson, Angela	Camp 2021, Preschool	trainee	VOL
<input type="checkbox"/>		Peters, Justin	Camp 2021, Preschool	supervisor	EMP
<input type="checkbox"/>		Jones, Melissa	Nursery	ssa	EMP
<input type="checkbox"/>		Simmons, Jennifer	Preschool	ssa	EMP

# ADD USERS AND SEND TRAINING

5

First name

Last name

Email address

Employee/Volunteer

Role

Tags

- Camp 2020
- Camp 2021
- Nursery
- Preschool
- Staff

Select Awareness Training Videos

- Sexual Abuse Awareness Training
- Sexual Abuse Awareness Training - California
- Sexual Abuse Awareness Training - Camp
- Sexual Abuse Awareness Training - Daycare
- Sexual Abuse Awareness Training - Education
- Sexual Abuse Awareness Training - Youth Ministry

To send other trainings, go to **Trainings**.

Show additional fields +

- Enter the Trainee's name and email address
- Select if they are an 'employee' or 'volunteer'
- Select 'Trainee' as the role
- Select a Tag and a Training to send
- Click 'Add User' and repeat process for next Trainee

Select Awareness Training Videos

- Sexual Abuse Awareness Training
- Sexual Abuse Awareness Training - California
- Sexual Abuse Awareness Training - Camp
- Sexual Abuse Awareness Training - Daycare
- Sexual Abuse Awareness Training - Education
- Sexual Abuse Awareness Training - Youth Ministry

To send other trainings, go to **Trainings**.

Cancel Add user



## What happens next?

MinistrySafe will automatically send an email to your Trainees containing a link to the online Training. Your Trainee simply needs to click on the link in the email.

After clicking on the link, your Trainee will be prompted to watch the Sexual Abuse Awareness Training, which is about 1 hour in length. After watching the Training, your Trainee will be prompted to take a short quiz, which is scored online. A score of 70 or better will generate a Certificate of Completion.

Once your Trainee has completed the quiz, an email containing the Certificate of Completion will be sent to the Trainee and the Safety System Administrator. The online Control Panel will also update to reflect the completion and calculate the renewal date for the Training.

If the Training is not completed in a reasonable time period, check with your Trainee to determine if there is a problem, or simply resend the Training link. You can also enable renewal reminders in your Training Settings.

Awareness Training			
Role	EMP / VOL	Status ?	Renewal ?
trainee	EMP	✓	📅 09/28/2023
trainee	VOL	✓	📅 07/12/2023
trainee	VOL	✓	📅 01/01/2023
supervisor	EMP	✓	📅 10/10/2022

# FREQUENTLY ASKED QUESTIONS



## How efficient is the email system?

Very efficient!  
MinistrySafe sends tens of thousands of links per month and over 95% of them get to the Trainee the 1st time.

## How are we billed?

MinistrySafe bills on the first of each month for the previous month's usage.

## Can I send the link to any email address?

Yes, you can send the link to any email. You can forward it; copy and paste the link; whatever you need to do. Just remember the Training link is specific to one Trainee and that Trainee must complete the Training using his or her own link.

## Why might a trainee not receive the email?

Incorrect email addresses account for the majority of errors. However, because this is a *child sexual abuse* Training, some spam filters send the email to junk or block the email altogether.



## Need help?

Check out our  
[Help Center](#)

## Still need help?

Give the  
MinistrySafe  
office a call  
or send us an  
email or chat!



Hours:  
M-TH 9am-5pm  
Central  
F 9am-3pm  
Central



[support@MinistrySafe.com](mailto:support@MinistrySafe.com)



833-737-7233 Toll Free