



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

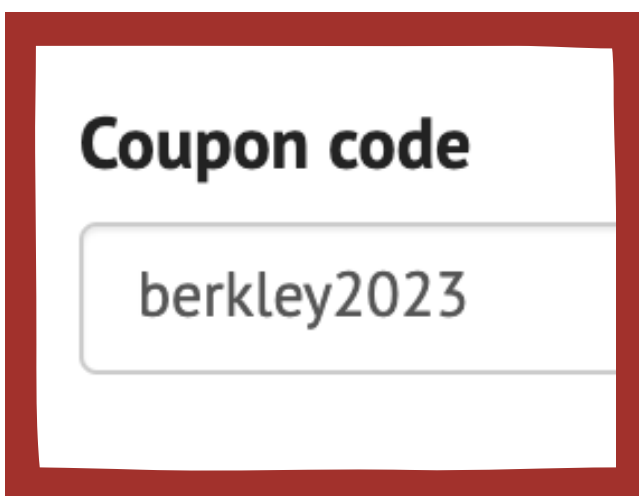
CREATING YOUR ACCOUNT



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

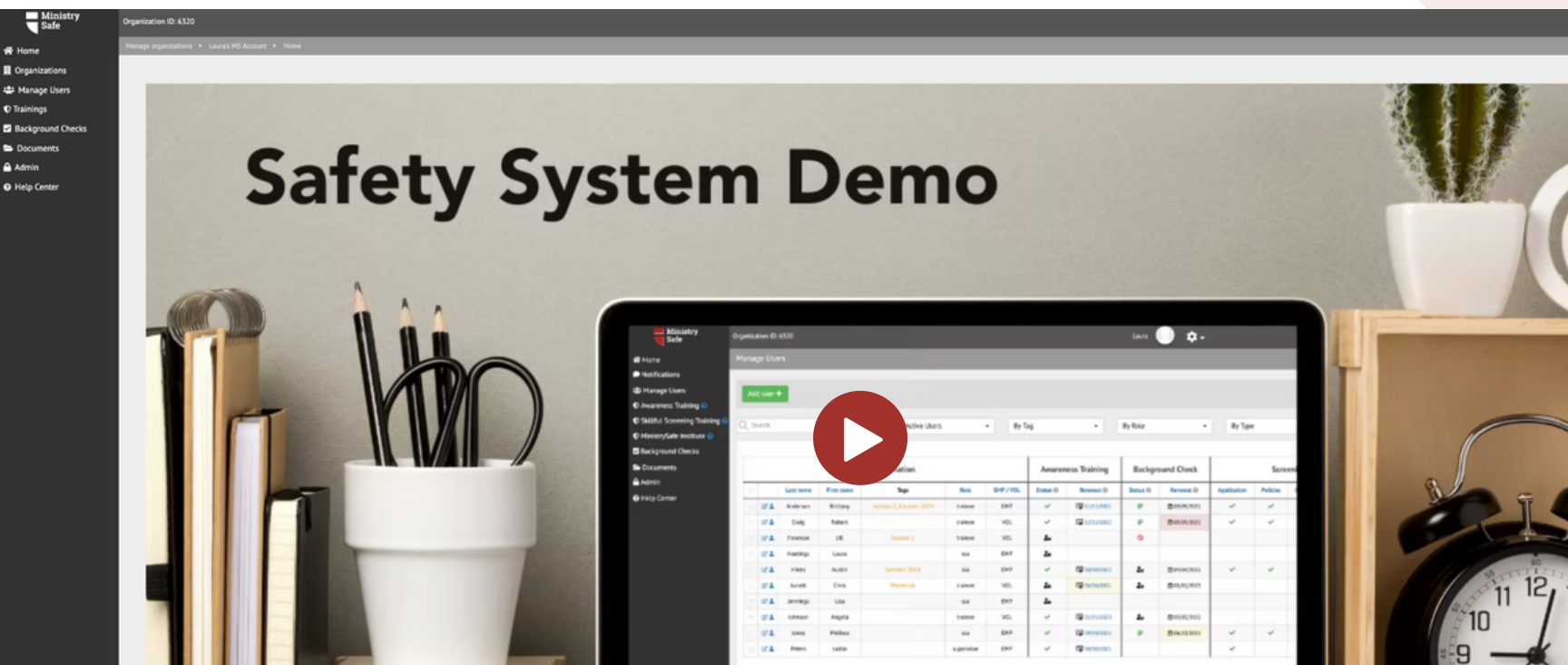
You will be asked to input information about yourself and your church. On the third and final page of the sign up process, you will be asked to provide billing information. This page includes a space to enter a coupon code. Enter the coupon code **berkley2023** to receive your annual membership for free.

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



Video Tour

Begin by viewing a video tour
of the Safety System




CREATE USER TAGS

Melissa   

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












- 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 |   |

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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

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Show how to use safety system video

Trainings Statistics

| Category | Percentage |
|-------------------|------------|
| Completed (Curr) | 20% |
| None Assigned | 10% |
| Assigned (Incorr) | 40% |
| Needs renewal | 30% |

Background Check Statistics

| Category | Percentage |
|-------------------|------------|
| Completed (Curr) | 25% |
| None Assigned | 10% |
| Assigned (Incorr) | 15% |
| Needs renewal | 50% |

CLICK 'ADD USER'

Ministry Safe

Organization ID: 6320

Manage organizations ▶ Laura's MS Account ▶ Manage Users

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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

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First name

Last name

Email address

Employee/Volunteer

Select One

Role ?

Trainee

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?

Berkley Human Services is covering your annual Membership fee, For any Trainings or Background Checks, 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



833-737-7233 Toll Free