



# 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

See a full list of available Trainings [here](#).

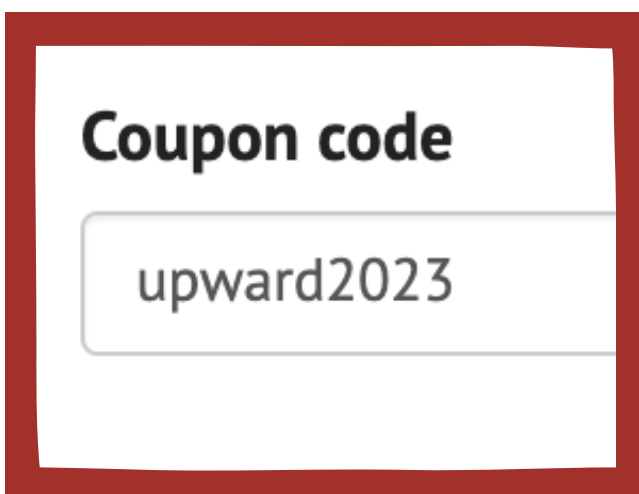
# CREATING YOUR ACCOUNT



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

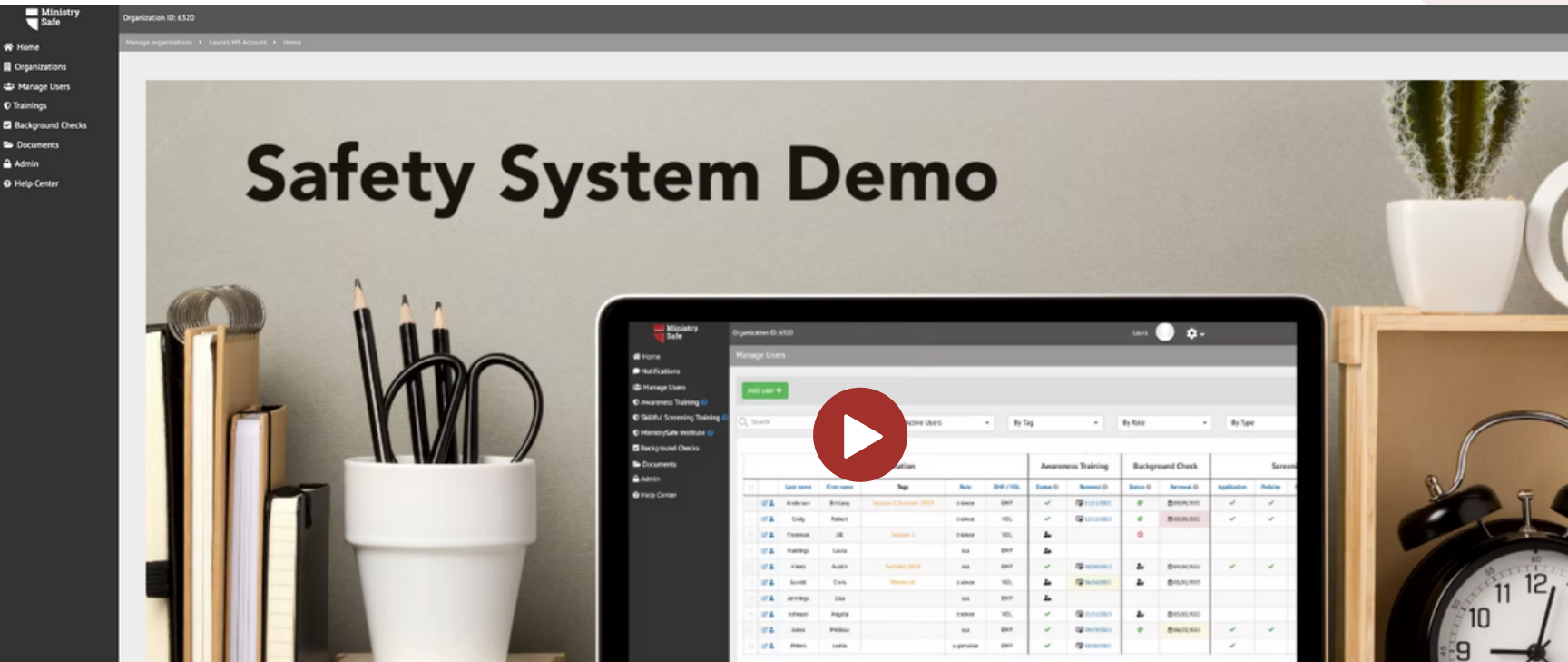
You will be asked to input information about yourself and your church. On the third and final page of the sign up process, you will be asked to provide billing information. This page includes a space to enter a coupon code. Enter the coupon code **upward2023** to receive \$100 off your first year's annual 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



## 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	 



2

# ADD USERS AND SEND TRAINING

Add users manually by following these steps, or use the Direct Sign-Up Link instructions in the next section.

The screenshot shows the Ministry Safe dashboard for Organization ID: 6320. The sidebar on the left contains the following menu items: Home, Organizations, **Manage Users** (highlighted with a green box), Trainings, Background Checks, Documents, Admin, and Help Center. The main content area displays 'Trainings Statistics' and 'Background Check Statistics' as donut charts. A green circle with the number '1' is overlaid on the top left of the main content area, indicating the first step in the process.

**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'

The screenshot shows the 'Manage Users' page in the Ministry Safe dashboard. The sidebar on the left contains the following menu items: Home, Organizations, **Manage Users** (highlighted with a green box), Trainings, Background Checks, Documents, Admin, and Help Center. The main content area displays a table of user information. A green circle with the number '2' is overlaid on the top left of the main content area, indicating the second step in the process.

**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

3

First name

Last name

Email address

Employee/Volunteer

Role ?

Tags ?

Select Awareness Training Videos ?

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 ?

# CREATE A DIRECT SIGN-UP LINK

4

- Click the gear symbol in the top right corner and select 'Organization Settings'
- Click 'Add new Link' and choose Trainings, Tags, and Background Check options.
- Customize the Header message and which SSA will be the 'Sender.'
- Click 'Save.'

## DIRECT SIGN-UP LINKS

The Direct Sign-Up Link generates a stationary landing page for your Organization involvement. Individuals may also apply tags to their profile and assign the

Add new Link

1

URL segment	Enabled?
baseball	✓
cheerleading	✓
soccer	✓

## Direct Signup Link Configuration

You can configure the signup link to control what a user will see when they visit the page.

2

☐ Enable Direct Sign-Up Link

Once enabled, individuals will use the link below to add themselves to the Control Panel. Consider modifying this link to a more friendly URL. Note that the page is will be open to the public and accessible to anyone who visits the link.

<https://safetyssystem.missourysafe.com/register/>

### Header message

Add a header message to the top of the page. If you wish to welcome and thank prospective staff members or volunteers for their interest in working or serving at your Organization, explain the purpose of our trainings, and clarify

### Default Training:

No default

### Trainings

- ☐ Sexual Abuse Awareness Training
- ☐ Sexual Abuse Awareness Training - California
- ☐ Sexual Abuse Awareness Training - Camp
- ☐ Sexual Abuse Awareness Training - Daycare
- ☐ Sexual Abuse Awareness Training - Education

### Default User Type

No default

### Tags

Label (you can rename this field)

- ☐ Baseball
- ☐ Basketball
- ☐ Cheerleading
- ☐ Coach
- ☐ Flag Football

### Sender SSA:

Laura Hastings

When a user signs up for a Training through this link, the email they receive will come from this person.





## 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