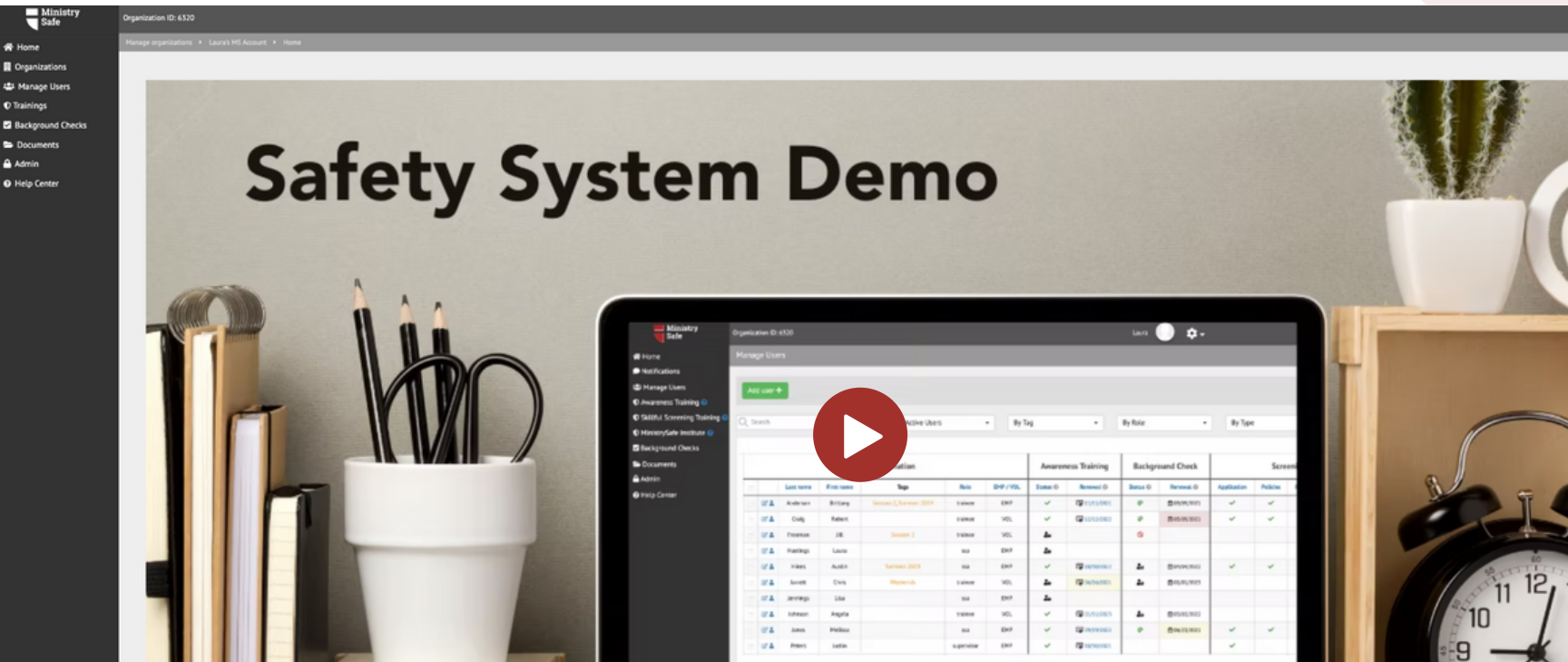# Ministry Safe

THE MINISTRYSAFE SAFETY SYSTEM

Tips for you and your team

Summary of Topics

Creating an Account
Using the Control Panel
Frequently Asked Questions

USING YOUR CONTROL PANEL

Learn how to add Users and send Trainings

Video Tour

Begin by taking a video tour of the Safety System

CREATE USER TAGS

| | Melissa | 🔔 | ⚙️ ▾ |

	My account
1	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 a specific ministry, program or campus.

ORGANIZATION USER TAGS

🏷 Camp 2020	✏️➖
🏷 Camp 2021	✏️➖
🏷 Nursery	✏️➖
🏷 Preschool	✏️➖
🏷 Staff	✏️➖

| Tag Name | Add tag ➕ | **2** |

ADD USERS AND SEND TRAINING

CLICK 'ADD USER'

ADD USERS AND SEND TRAINING

5

First name

Last name

Email address

Employee/Volunteer

Select One

Role ⓘ

Trainee

Show additional fields +

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.**

-Enter the Trainee's name and email address
-Select status: 'employee' or 'volunteer'
-Select 'Trainee' as the role
-Select a Tag and Training to send
-Click 'Add User,' then repeat process for next Trainee

Select Awareness Training Videos ⓘ

Sexual Abuse Awareness Training
Sexual Abuse Awareness Training - California
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Sexual Abuse Awareness Training - Education
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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 clicks on the link in the email.

After clicking on the link, your Trainee will be prompted to watch the selected Training. 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 a 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 may enable renewal reminders in your Training Settings.

	By Tag		By Role

		Awareness Training	
Role	EMP / VOL	Status ⑦	Renewal ⑦
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 FIRST 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 may send the link to any email. You may forward it or copy and paste the link; whatever is needed. 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, chat or send us an email!

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

support@MinistrySafe.com

833-737-7233 Toll Free