



THE MINISTRYSAFE SAFETY SYSTEM

Tips for you and your team

Summary of Topics

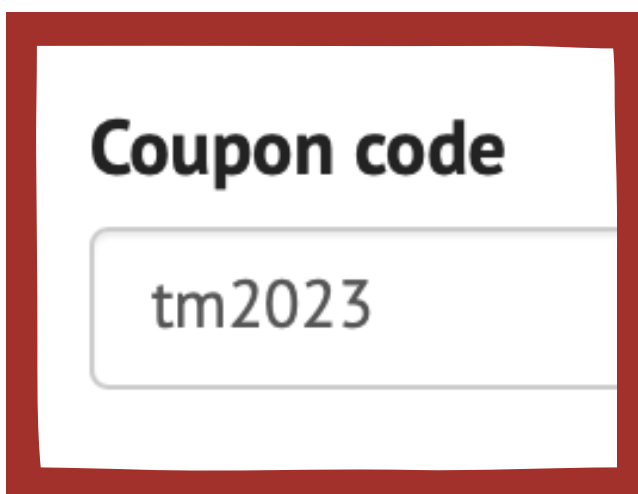
Creating an Account
Using the Control Panel
Frequently Asked Questions

CREATING AN ACCOUNT



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

You will be asked to input information about you and your church or ministry. On the final page of the signup process, you will be asked to provide billing information. This page includes a space to enter a coupon code. Enter the coupon code **tm2023** to receive your discount.



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

USING YOUR CONTROL PANEL

Learn how to add Users and send Trainings






The screenshot displays the 'Ministry Safe' application interface. On the left is a dark sidebar with navigation links: Home, Organizations, Manage Users, Trainings, Background Checks, Documents, Admin, and Help Center. The main content area features a large video player titled 'Safety System Demo'. The video player shows a desktop view of the application's 'Manage Users' page. A large red play button is centered over the video. The 'Manage Users' page includes a search bar, filters for 'Active Users', 'By Tag', 'By Role', and 'By Type', and a table of users.

	Last Name	First Name	Tag	Role	DOE / VSL	Status	Training ID	Status	Background Check	Renewal ID	Application	Police	Screen
✓	Anderson	Britany	Ministry Safe	Trainer	EMP	✓	10100001	✓	10100001	✓	✓	✓	✓
✓	Crab	Rachel	Ministry Safe	Trainer	VSL	✓	10100002	✓	10100002	✓	✓	✓	✓
✓	Frederick	Joe	Ministry Safe	Trainer	VSL	✓	10100003	✓	10100003	✓	✓	✓	✓
✓	Harris	Austin	Ministry Safe	Trainer	EMP	✓	10100004	✓	10100004	✓	✓	✓	✓
✓	Kerrick	Eric	Ministry Safe	Trainer	VSL	✓	10100005	✓	10100005	✓	✓	✓	✓
✓	Jennings	Lisa	Ministry Safe	Trainer	EMP	✓	10100006	✓	10100006	✓	✓	✓	✓
✓	Johnson	Angela	Ministry Safe	Trainer	VSL	✓	10100007	✓	10100007	✓	✓	✓	✓
✓	Jones	Patricia	Ministry Safe	Trainer	EMP	✓	10100008	✓	10100008	✓	✓	✓	✓
✓	Price	Justin	Ministry Safe	Trainer	EMP	✓	10100009	✓	10100009	✓	✓	✓	✓

Video Tour

Begin by taking 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 a specific ministry, program or campus.

ORGANIZATION USER TAGS

 Camp 2020	 
 Camp 2021	 
 Nursery	 
 Preschool	 
 Staff	 

Add tag +

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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

Home

Organizations

Manage Users

Trainings

Background Checks

Documents

Admin

Help Center

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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 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
- 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 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 ?	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 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