Ministry Safe

THE MINISTRYSAFE SAFETY SYSTEM

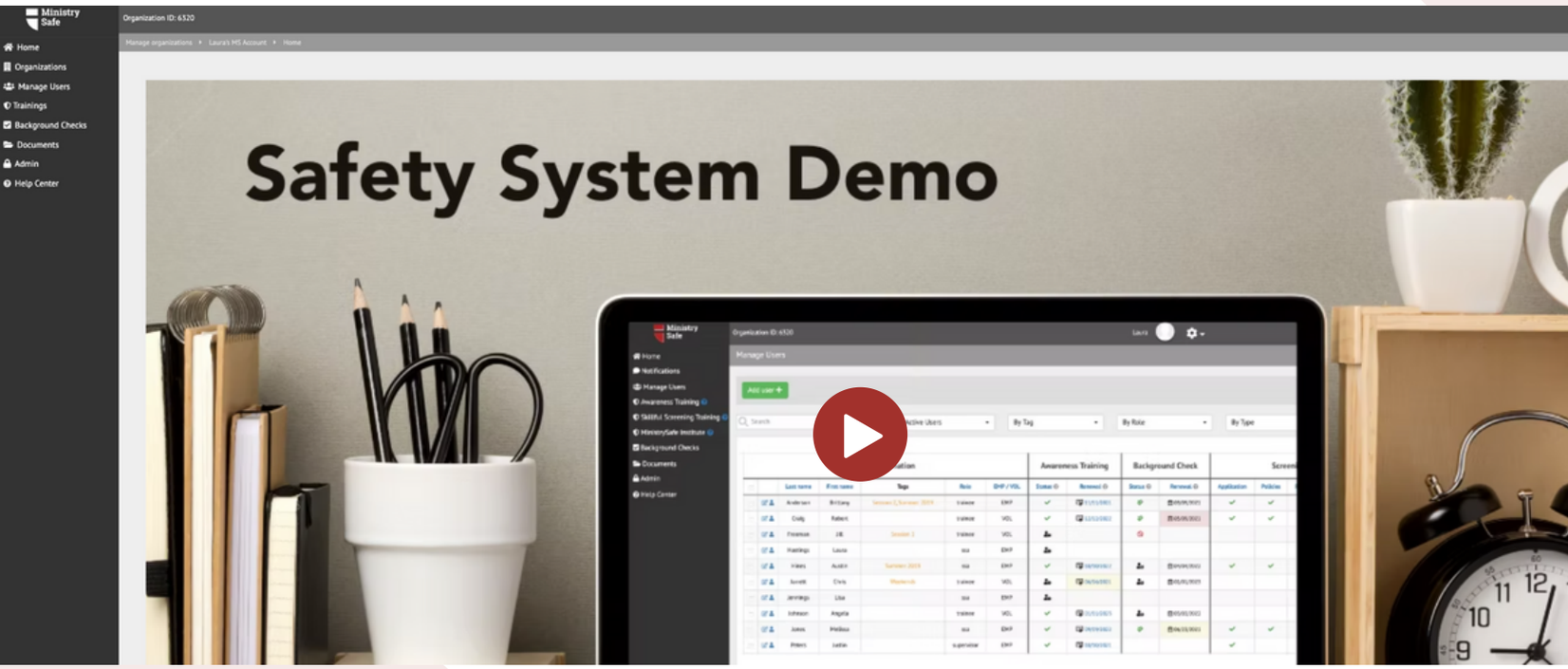
Tips for you and your team

Summary of Topics

Creating an Account
Using the Control Panel
Frequently Asked Questions

USING YOUR CONTROL PANEL

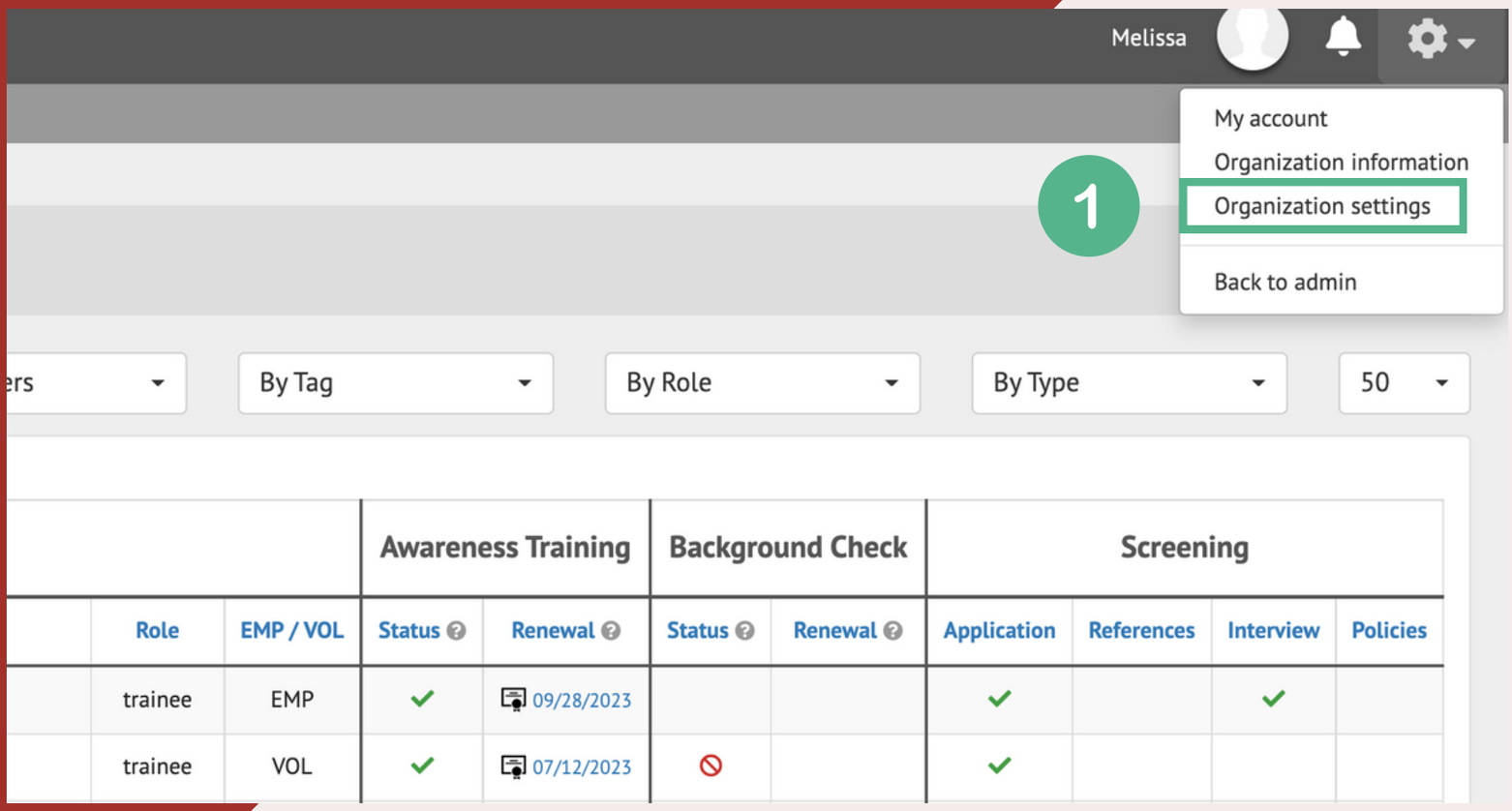
Learn how to add Users and send Trainings



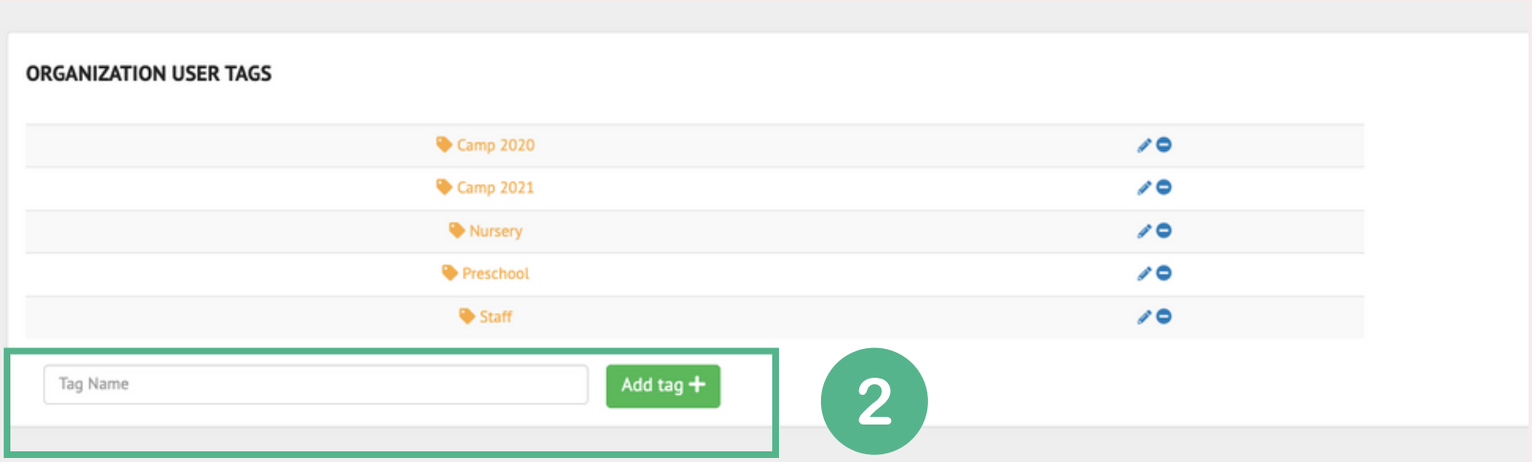
Video Tour

Begin by taking a video tour of the Safety System

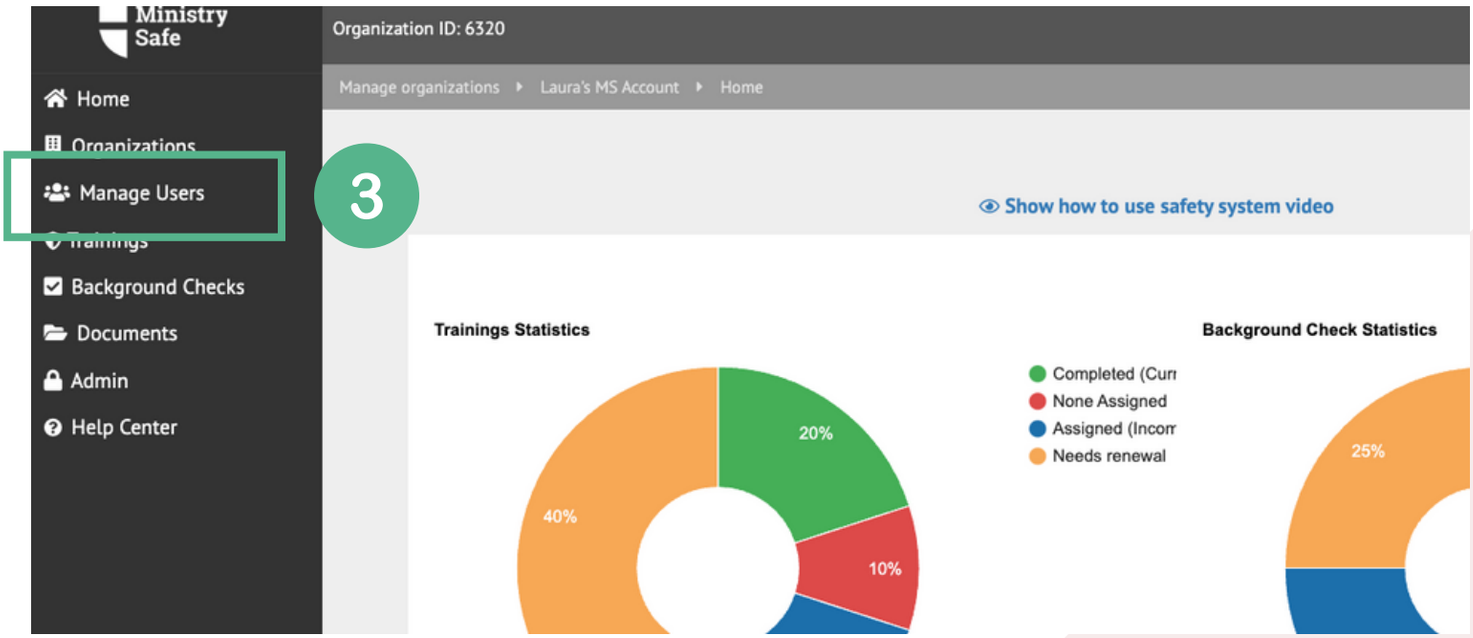
CREATE USER TAGS



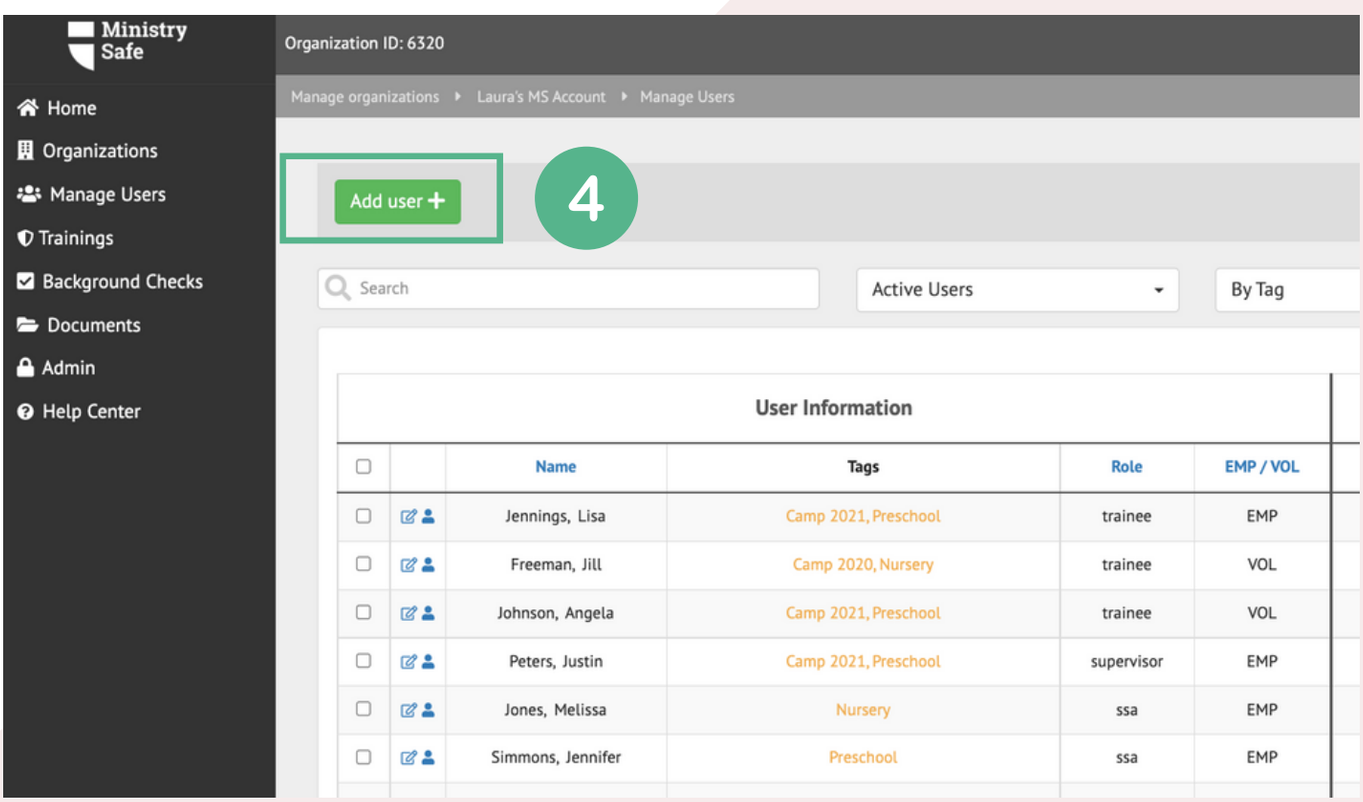
User Tags are customizable labels to create organization within your Control Panel. Tags can be something that is specific to your Organization such as a specific ministry, program or campus.



ADD USERS AND SEND TRAINING



CLICK 'ADD USER'



ADD USERS AND SEND TRAINING

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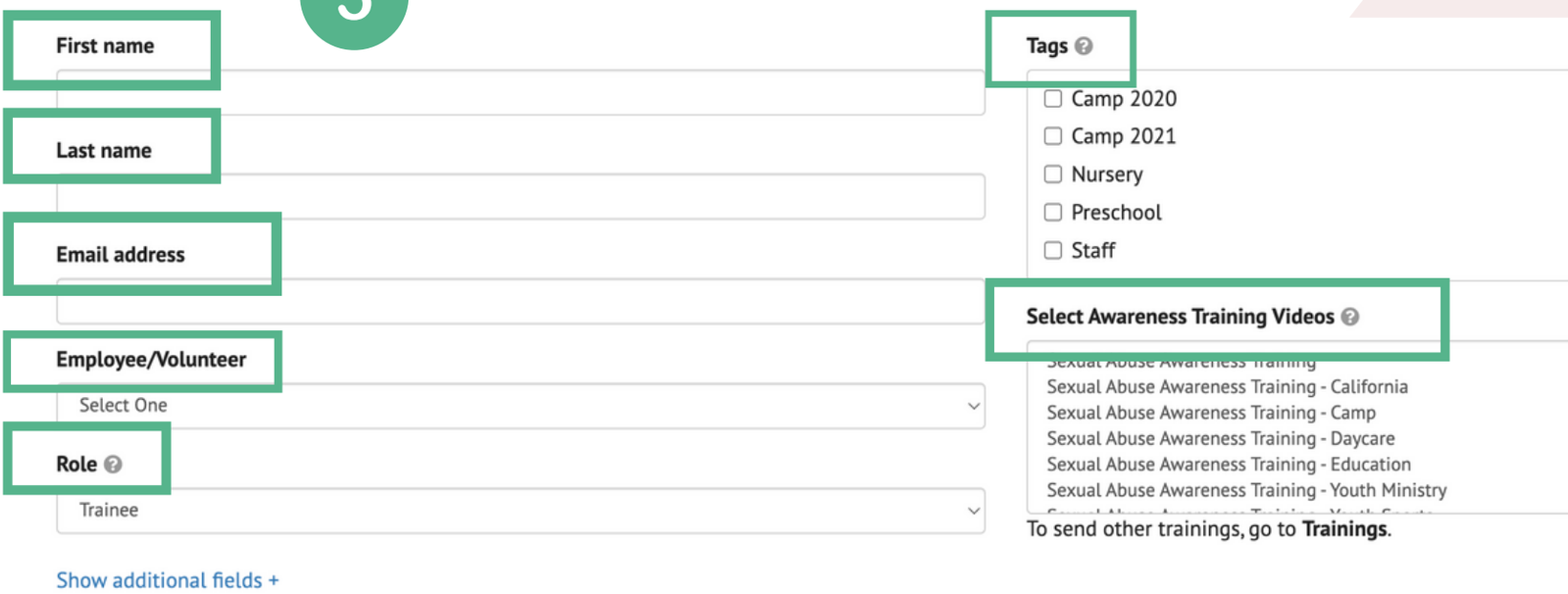
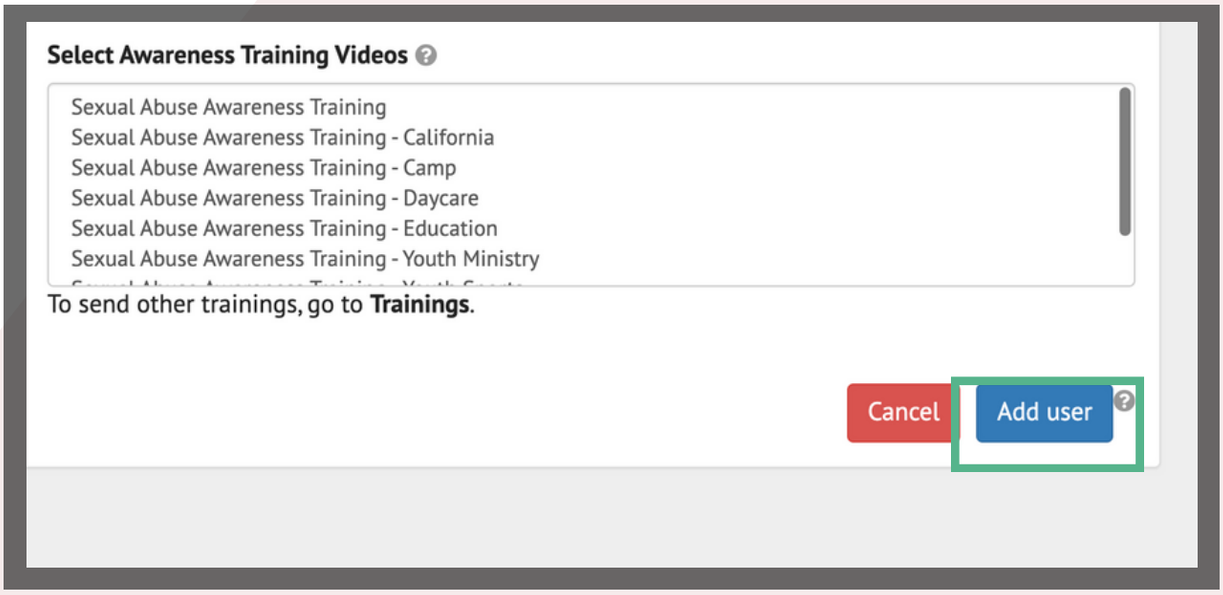


-Enter the Trainee's name and email address
-Select status: 'employee' or 'volunteer'
-Select 'Trainee' as the role
-Select a Tag and Training to send
-Click 'Add User,' then repeat process for next Trainee



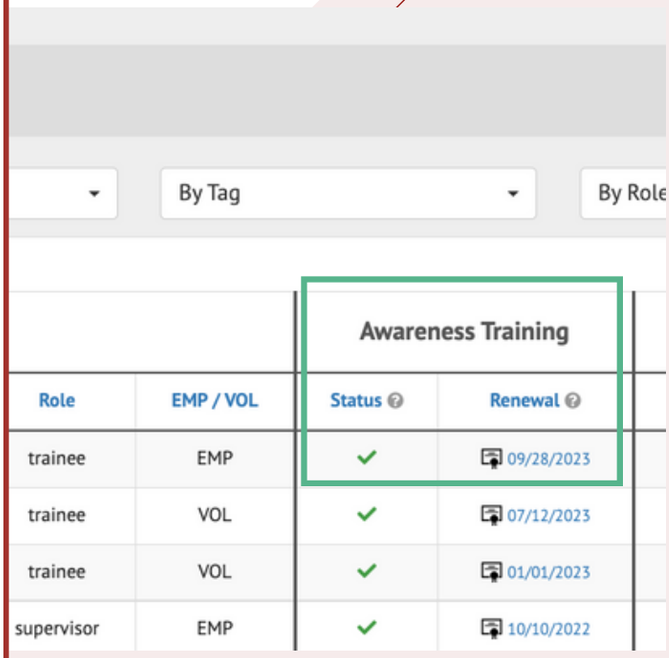
What happens next?

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.



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

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