



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 **AlaskaBRN** to receive **\$350 off the first year's annual fee**.

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



The Risk The Safety S

Protecting children and those who serve them

MinistrySafe provides a complete Child Safety System designed to reduce the risk of child sexual abuse.

[Learn More About The Risk](#)

[Sign Up](#)

COUPON CODE

AlaskaBRN

USING YOUR CONTROL PANEL

Learn how to add Users and
send Trainings




The image shows a desktop setup with a laptop, a pen holder with pens, and a desk clock. The laptop screen displays the 'Ministry Safe' web application. The application has a dark sidebar with navigation links: Home, Organizations, Manage Users, Trainings, Background Checks, Documents, Admin, and Help Center. The main content area is titled 'Safety System Demo' and shows a 'Manage Users' table. The table has columns for Last Name, First Name, Email, Role, DWP/VSL, Awareness Training, Background Check, and Screens. A large red play button icon is centered over the table. The table contains several rows of user data, including names like Anderson, Smith, and Davis, with various roles and training statuses.

Last Name	First Name	Email	Role	DWP/VSL	Awareness Training	Background Check	Screens
Anderson	Smith	smith@ministrysafe.com	Trainer	EMP	✓	✓	✓
Clark	Robert	robert@ministrysafe.com	Trainer	VOL	✓	✓	✓
Frederick	Jill	jill@ministrysafe.com	Trainer	VOL	✓	✓	✓
Hartings	Laura	laura@ministrysafe.com	Trainer	EMP	✓	✓	✓
Harris	Austin	austin@ministrysafe.com	Trainer	VOL	✓	✓	✓
Kerrick	Eric	eric@ministrysafe.com	Trainer	VOL	✓	✓	✓
Jennings	Lisa	lisa@ministrysafe.com	Trainer	EMP	✓	✓	✓
Johnson	Angela	angela@ministrysafe.com	Trainer	VOL	✓	✓	✓
Jones	William	william@ministrysafe.com	Trainer	EMP	✓	✓	✓
Price	Jordan	jordan@ministrysafe.com	Trainer	EMP	✓	✓	✓

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	 



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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)	10%
Needs renewal	40%

Background Check Statistics

Category	Percentage
Completed (Curr)	25%
None Assigned	75%

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