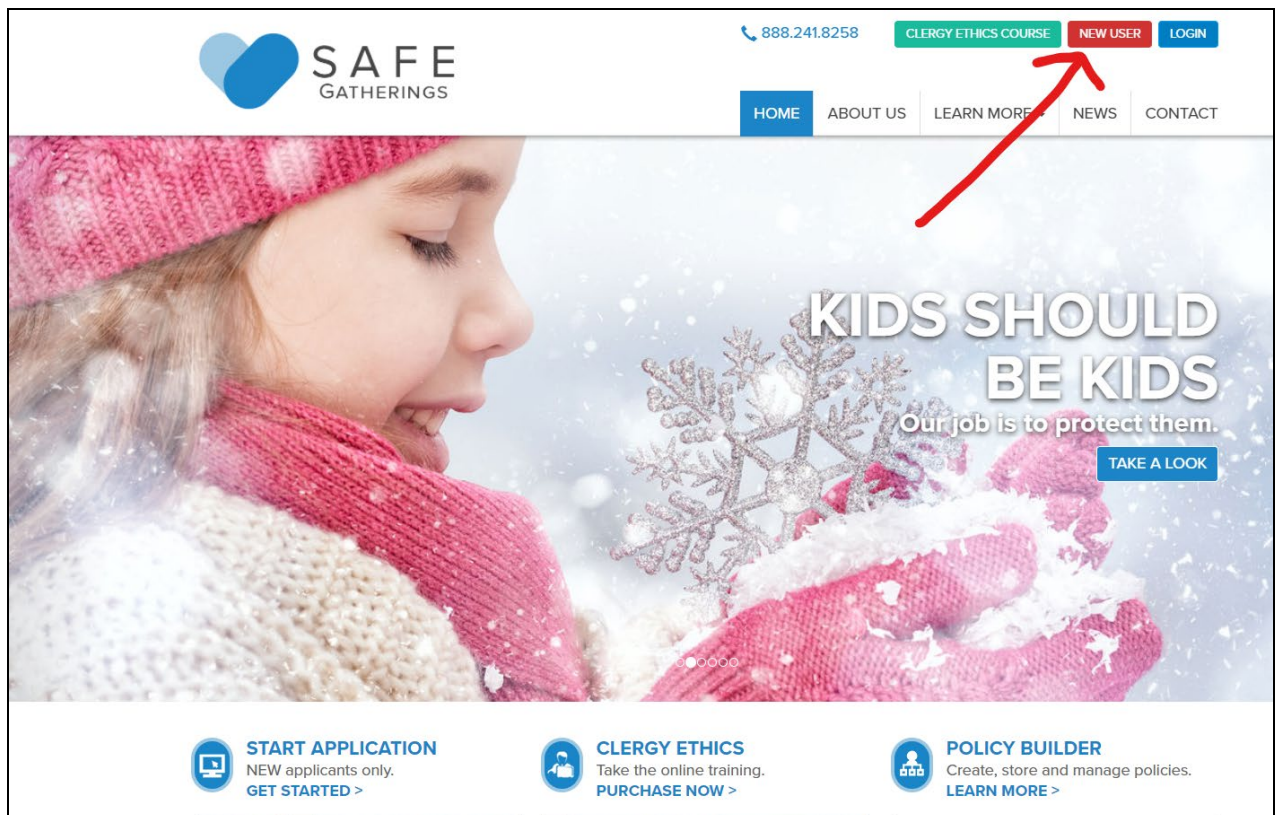




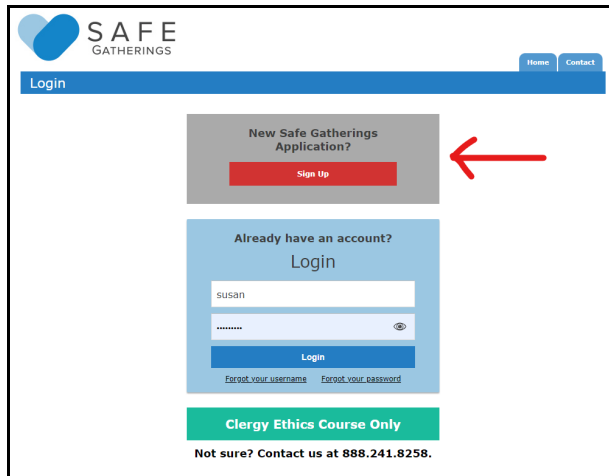
Instructions for Safe Gatherings Registration – Training Only (SG-CE)

Applicants

Step 1: Go to safegatherings.com and click on the red "New User" button at the top.



Step 2: After clicking New User, you will get a confirmation screen. As a new applicant, click on the red Sign Up button.



Step 3: Choose your Language Preference, Type of Organization (Church or Faith-Based), Denomination (Presbyterian), Country (United States) and State (New Jersey).

A screenshot of the 'Register' page on the SAFE GATHERINGS website. At the top left is the logo. To the right are links for 'Home', 'Login', and 'Contact'. Below this is a blue bar with the word 'Register'. A yellow box contains a 'Before you begin, please note' section. Below that are five dropdown menus: 'Language Preference' (English), 'Choose Your Type of Organization' (Church or Faith-Based Organization), 'To what denomination does your church or congregation belong?' (Presbyterian), 'Select the country for your organization:' (United States), and 'Select the state/province for your organization:' (New Jersey).

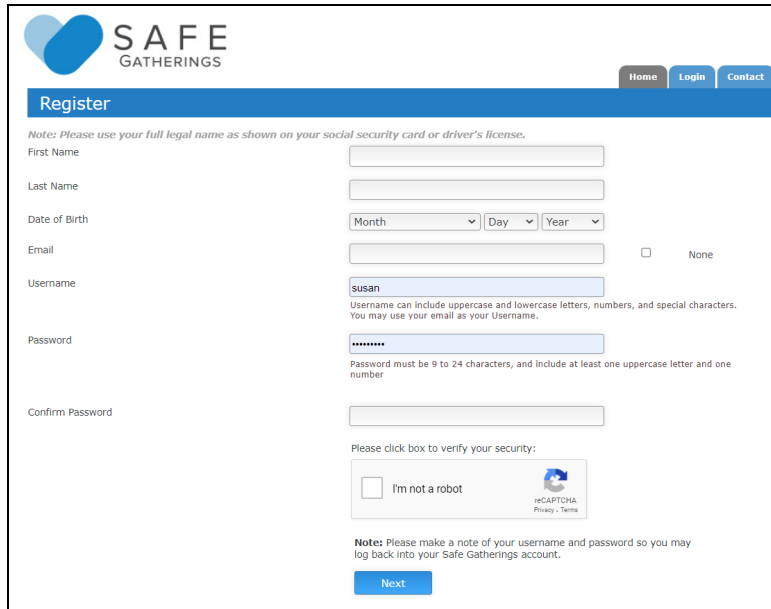
After selecting your state, another part of the form will appear where you will start typing your presbytery as the organization name. (Example: Presbytery of the Highlands)

A screenshot of the organization name input section. It shows a dropdown menu for 'Select the state/province for your organization:' with 'New Jersey' selected. Below it is a search input field with a magnifying glass icon. Text below the field says: 'Type the most UNIQUE part of your organization name, then select from the list of names in the dropdown.' Examples provided: 'If your church name is First UMC of Smithville, type Smithville. If your organization is St. Francis of the Sea, type Francis.' Below the search field is a text input field for 'City in which your organization is located:' and a 'Next' button.

Type the most unique part of your organization name as directed in the example. The name should appear in the dropdown box, and the city will autofill. If you cannot find your organization, please call Safe Gatherings at 888.241.8258.

Step 4: Then, fill in your First Name, Last Name, Date of Birth and Email. (Note: An email address is not required but is recommended to allow for password retrieval and approval notification. If you do not have an email, check the box that says "None.") If an email is provided, the form will automatically enter that email as the Username (you can modify the username).

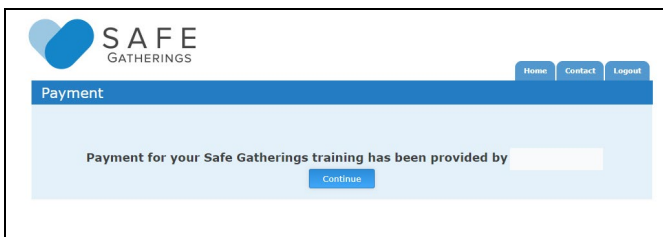
Next, choose a Password and confirm the password. Then, check the box that says "I'm not a robot" to verify your security. Then, click the "Next" button.



The screenshot shows the 'Register' page of the SAFE GATHERINGS website. The page has a blue header with the logo and navigation links for Home, Login, and Contact. The main content area is titled 'Register' and contains a form with the following fields: First Name, Last Name, Date of Birth (Month, Day, Year dropdowns), Email, Username (pre-filled with 'susan'), Password (masked with dots), and Confirm Password. A checkbox labeled 'None' is next to the Email field. Below the password fields is a reCAPTCHA widget with the text 'Please click box to verify your security:' and 'I'm not a robot'. A note at the bottom of the form states: 'Note: Please make a note of your username and password so you may log back into your Safe Gatherings account.' A blue 'Next' button is at the bottom of the form.

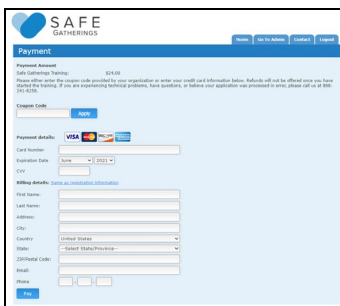
Step 5: Payment

If your organization is paying, you will see this screen. Click the blue Continue button to move on to your dashboard.



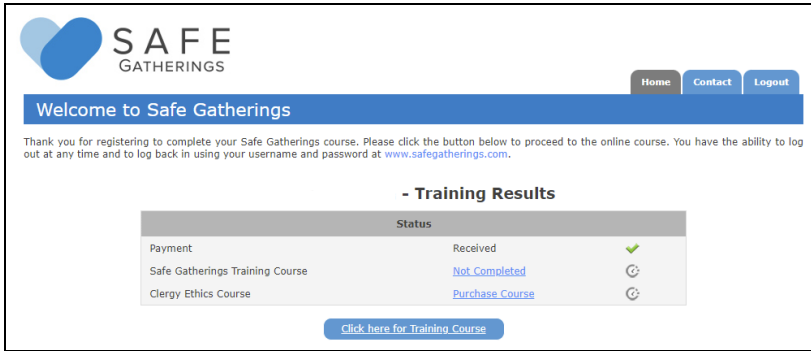
The screenshot shows the 'Payment' page of the SAFE GATHERINGS website. The page has a blue header with the logo and navigation links for Home, Contact, and Logout. The main content area is titled 'Payment' and contains a message: 'Payment for your Safe Gatherings training has been provided by [redacted]'. A blue 'Continue' button is at the bottom of the message.

If the account is applicant pay, you will see a page to enter your credit card information.



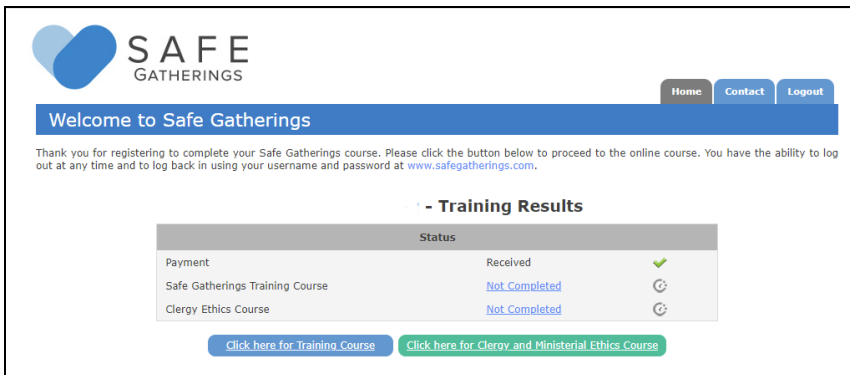
The screenshot shows the 'Payment' page of the SAFE GATHERINGS website for applicant pay. The page has a blue header with the logo and navigation links for Home, Contact, and Logout. The main content area is titled 'Payment' and contains a message: 'Payment for your Safe Gatherings training has been provided by [redacted]'. Below the message is a form with the following fields: Cardholder Name, Card Number, Expiration Date (Month, Year dropdowns), CVV, Billing Address (Street, City, State, Country, ZIP), and Billing Email. A blue 'Pay' button is at the bottom of the form.

You will also need to purchase the clergy ethics course. Click on the Purchase Course link next to Clergy Ethics Course.



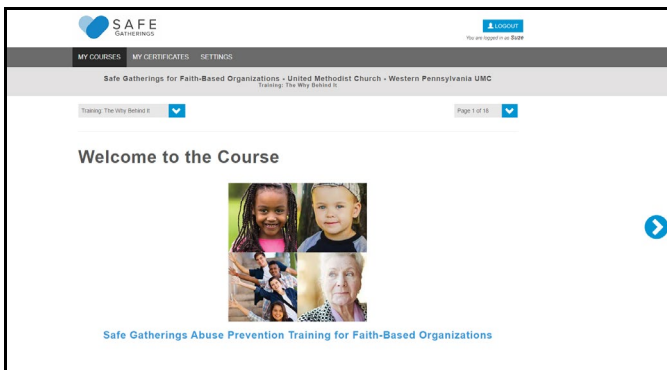
After payment, click Pay to move your dashboard.

After purchasing the clergy ethics course, you will see this dashboard screen, which displays your payment and training status. To begin training, click on the blue button for the Safe Gatherings course and the green button for the clergy ethics course.



Step 6: Training

You can log back in to your dashboard at any time without losing your course progress. You will have access to both courses for one year after your registration has been submitted.



Questions? Call us at 888.241.8258!

Thank you for using Safe Gatherings, and for your service!