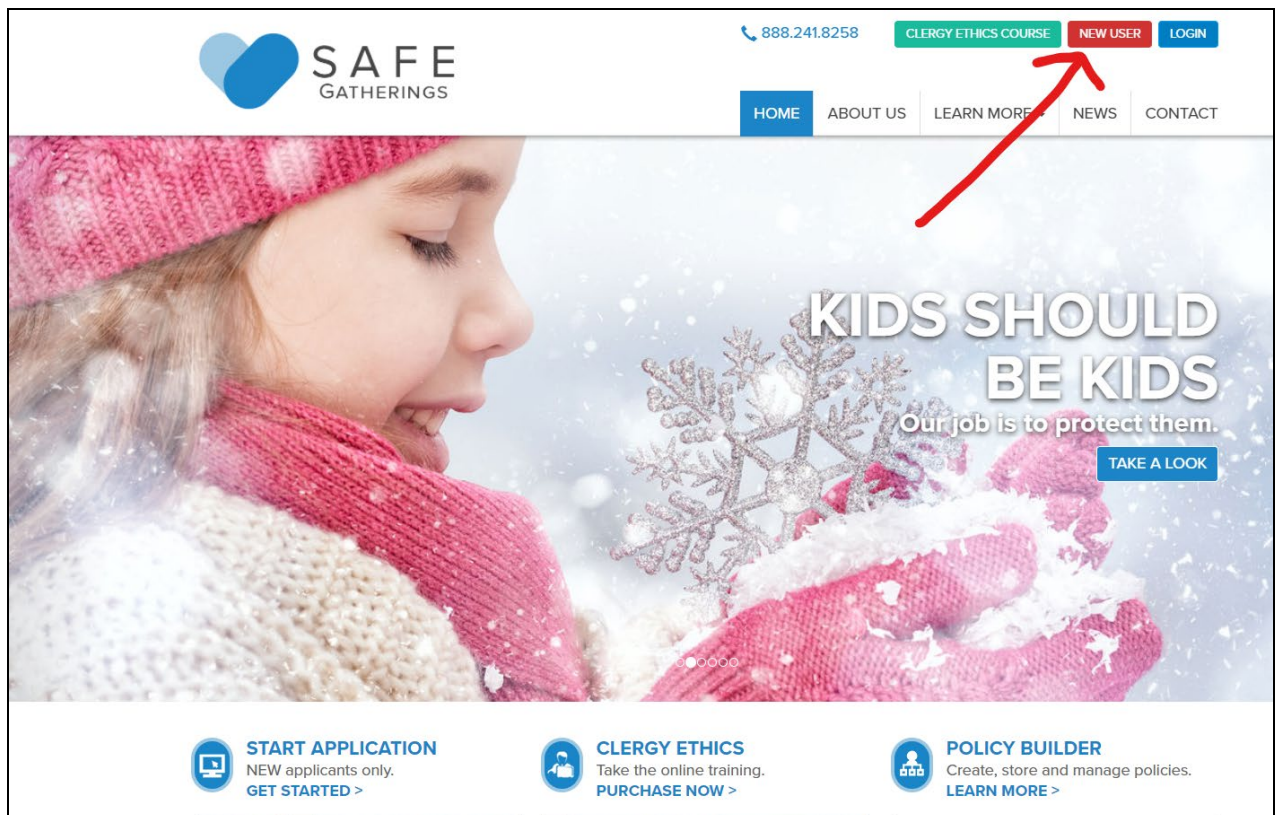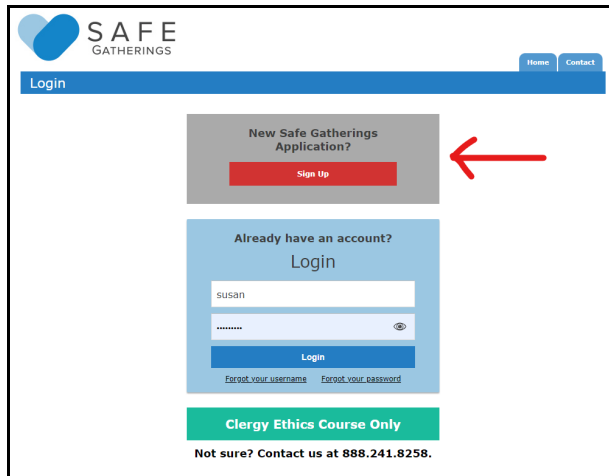# Instructions for Safe Gatherings Registration – Training Only (SG-CE) Applicants

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).
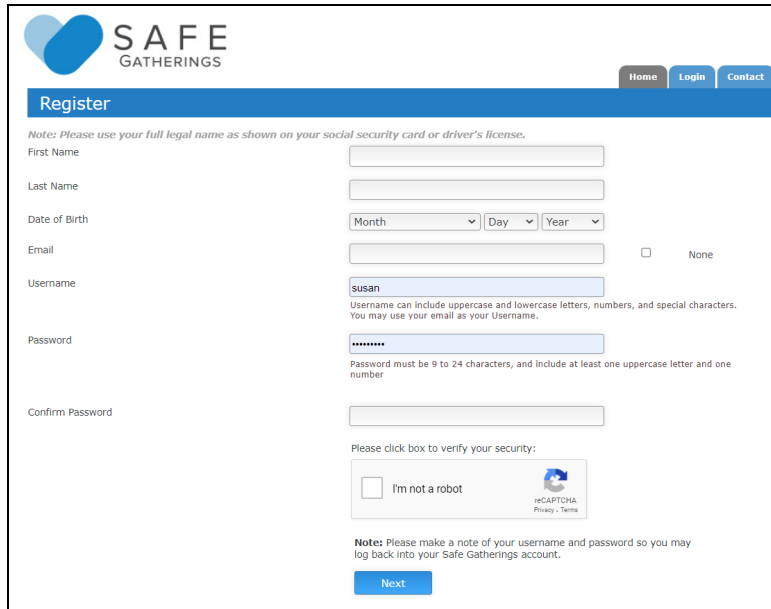

After selecting your state, another part of the form will appear where you will start typing your presbytery as the organization name. (Example: Presbytery of the Highlands)

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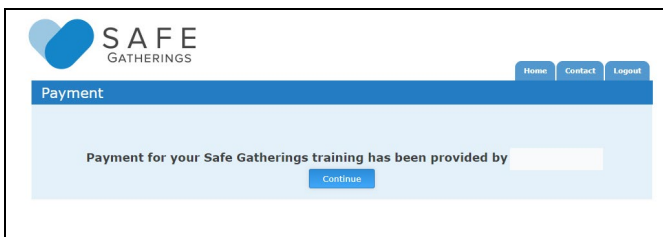
Next, choose a Password and confirm the password. Then, check the box that says "I'm not a robot" to verify your security. Then, click the "Next" button.
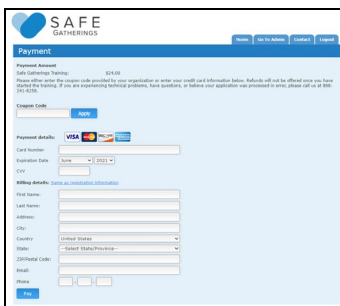

Step 5: Payment

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

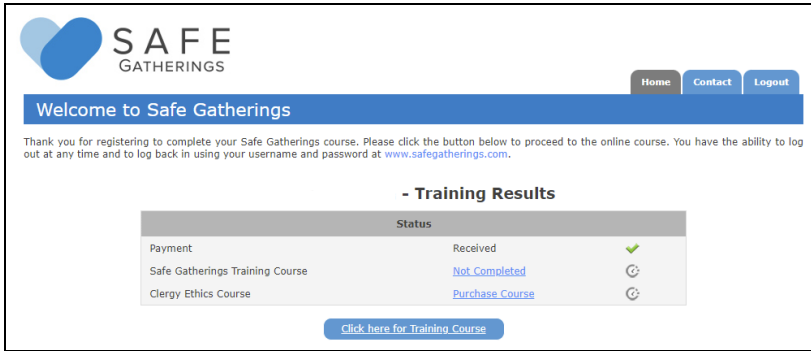If the account is applicant pay, you will see a page to enter your credit card information.

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.
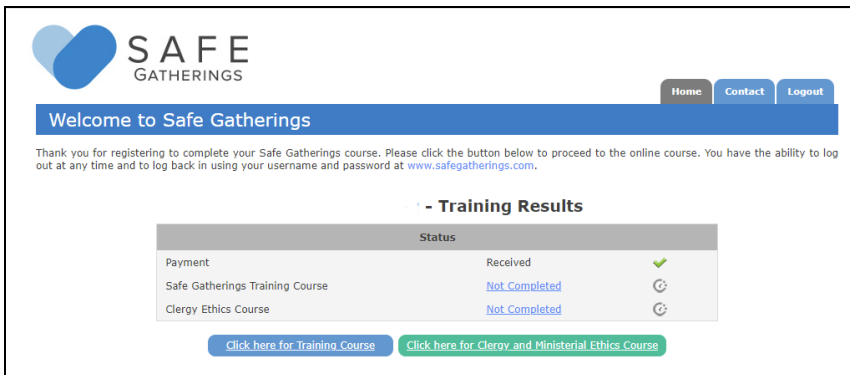
Step 6: Training

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.
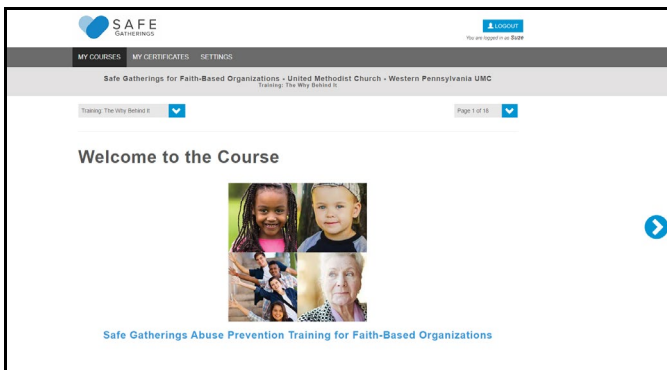
Questions? Call us at 888.241.8258!

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