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(To inquire about your specific access/procedures, please communicate with your Diocesan Coordinator.)
How do I create a session and add it to the scheduled list?

1. Select the “Facilitators” Tab from the tabs at the top of the page;

2. Click on a category under “Awareness Sessions” within the left-hand menu. One possible selection is “Session Listing”;

3. After selecting, “Session Listing”, all of the sessions that are currently scheduled will appear, allowing you to see the date/time, location, facilitator and maximum size. To add a new session, select, “Add a new session”;

<table>
<thead>
<tr>
<th>Session Schedule</th>
</tr>
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<tbody>
<tr>
<td>Add a new session</td>
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<table>
<thead>
<tr>
<th>Current Training Scheduled:</th>
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<tbody>
<tr>
<td>Date/Time</td>
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4. Enter class information, including the language, location, date, time, maximum size and timeframe length.

5. Select the facilitator of the session from the list of “Available Facilitators”, and then ensure that you click on “Click to add >>” so that the name appears in the “Selected Facilitators” box;

6. Add in the contact information and any notes you want to display about the class (room information, attendee classification, the fact that only adults may attend, individuals must arrive on time, etc.);

7. Select, “add session” to add the session to the schedule, or “Back” to discard changes/cancel.
How do I print an attendance verification sheet?

1. Select the “Facilitators” Tab from the tabs at the top of the page;

2. Click on a category under “Awareness Sessions” within the left-hand menu. One possible selection is “Manage Registrations”;

3. Select a training session from the drop-down box, and click on “Continue”.

   Note: You will only be able to view the sign-in sheet information for sessions for which you are listed as one of the facilitators.

4. After selecting a session, choose one of the icons at the bottom of the page to: print certificates for each person, create a sign-in sheet or send an email reminder.

   Note: Keep in mind that each participant may print their own certificate after attending the session and then receiving credit from the Administrator.
How do I help someone register if they come to the session but they didn’t ‘pre-register’ online?

In order to receive credit, there must be an online registration and also a signature within the sign-in materials at the session. If the individual is registering before the session and there are available seats, that option will be provided to the person through the online registration process. After the session has already taken place, the individual may still register, but will denote within the online registration process that the class has already been attended, thereby following any additional promptings from the system.

1. As part of the introduction, the facilitator should ask how many people did not pre-register online for the class.

Before or after an individual’s Protecting God’s Children session (but not both), the participant will need to register online with the VIRTUS Program to receive credit. Online registration is required of all participants.

2. To assist individuals with the online registration process, direct them to insert www.virtus.org or www.virtusonline.org into the Internet browser of their choice (both addresses are for the same website. If the individual does not have Internet access and cannot temporarily gain Internet access via a school, university, library, work, home or other means, the person will need to communicate with the local parish or coordinator for assistance in registration.

3. Select “Registration” from the options on the left hand column of the page if the person does not already have an existing VIRTUS Online account. If they already have an account that they created, they would log back into the existing account and follow the prompts.

**Note:** The person who is post registering will not appear on the attendance verification sheet that the facilitator printed, and will need to add their name to the already-printed sheet.

4. Select “Begin the registration process”
5. Select your organization from the drop down list; then follow the prompts.

6. Eventually, after several questions are asked as part of the registration process, the user will come to a specific prompt that asks, “Have you already attended a VIRTUS Protecting God’s Children Session?”

The individual will select “Yes” ONLY if the person is post-registering for the session that they have already attended.

**Note:** If the individual is pre-registering for a session that has not yet begun, they may select “No,” and follow the rest of the prompts.

7. If the individual selected “Yes”, that they already attended a session for which they are post-registering, then individual will need to select the exact session from the drop-down list.

**To complete the registration process, follow the rest of the prompts.**

**Note:** This will ensure that the administrator can give the person credit for the session as long as the online registration process has been completed, and the person’s signature is on the sign-in sheet.
How do I view my own (live or online) personal training completion/requirements and print my certificate?

1. There are multiple ways to view your completed training. One way is to select the “Training” Tab from the tabs at the top of the page;

2. On the right side of the page, within the “Training Bulletin Report” box, select “Click here to see your complete report

3. As shown below, all completed live and online training (including any bulletins or online modules) will be listed. It is also possible to print a certificate by clicking on the certificate icon.

Note: If you are assisting others with obtaining their certificates, keep in mind that your training requirements may be different from the users that are coming to the training—and therefore the access you have will appear differently in www.virtus.org.