



## To register for **Safe Ministry Training Online**

1. Type the following web address into your browser.

<https://safercommunities.net.au/anglican-diocese-of-bathurst-online-training/>

2. Select your Parish Name from the drop down menu.



3. Click **REGISTER NOW** for each course.

- If you are enrolling for yourself, please choose 1 participant.

- If you are a Parish enrolling and paying for all your church workers, type the number of workers who need to complete each course.



4. Click **VIEW CART** to check you have registered for the correct courses.



5. Click **PROCEED TO CHECKOUT**.

- Fill in the **BILLING DETAILS**.

- If you are enrolling for yourself, please use your email address.

- If you are a Parish registering, add the name and contact details of your Parish Safe Ministry Coordinator.

- Fill in the **PAYMENT OPTIONS**.

- **Credit card** payment provides immediate access to the courses - the system will send you an email (check your spam folder if you do not receive it within a few minutes).

- **Direct bank transfer** is not an automated process and you will need to allow up to 3 business days once you transfer the funds to receive your access email from us.



6. Click **COMPLETE PAYMENT**

7. Receive a registration confirmation email

- If you have paid via credit card, you will receive an email with the hyperlink to your course/s.

- If you are paying by direct bank transfer, the email will arrive once we have confirmed payment.



# Safe Ministry Training Online



## Use your registration confirmation email to complete your purchase and start learning

1. Use the hyperlink to in your registration confirmation email to access the online course/s.

If you are a Parish paying for your workers, you will need to forward the registration confirmation email to your workers with a copy of this instruction page.

The hyperlink will take you to:

### 'Complete purchase to start learning'

*NB: Purchase price will be \$0 as you have already paid!*

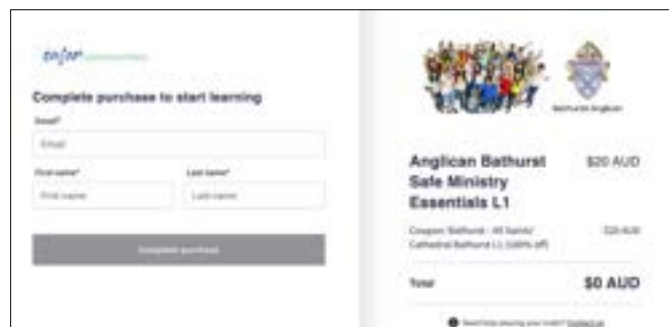
2. Complete your purchase by entering

- your personal email address
- your full name

and then click **Complete purchase**.

3. Enter a password (write it down somewhere).


4. You are now enrolled and ready to begin.



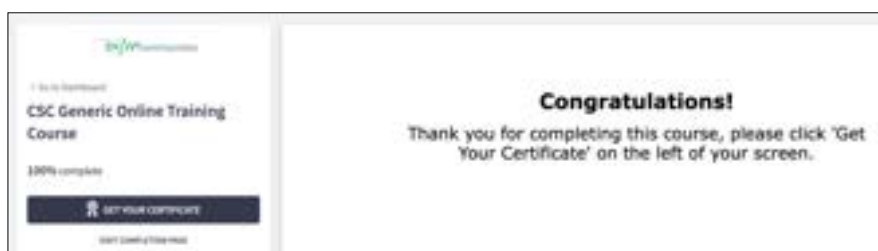
Click **Start Learning**.



You are now in the course.

The menu bar (left of the screen) can be switched on or off using  located top right of the screen.

Once you have 100% completion remember to download your certificate.



If you intend to complete the course in a group please contact [etraining@saferrcommunities.net.au](mailto:etraining@saferrcommunities.net.au)