

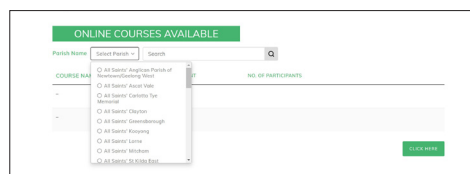
Safe Ministry Online Training Payment Instructions

To pre-pay for for **Safe Ministry Online Training**:

1. Type the following web address into your browser (or click on it).

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

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

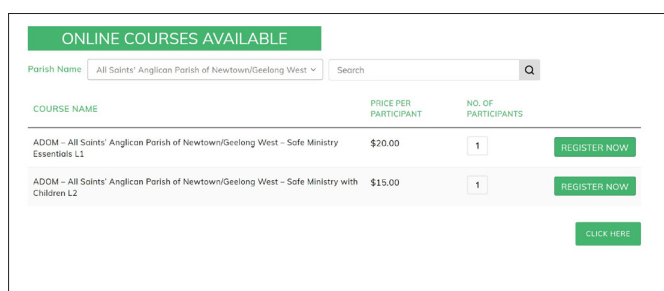


The screenshot shows the 'ONLINE COURSES AVAILABLE' page. A dropdown menu is open for 'Parish Name', listing various parishes such as 'All Saints Anglican Parish of Newtown/Geelong West', 'All Saints Ascot Vale', 'All Saints Carlton Park', 'All Saints Clifton', 'All Saints Donnington', 'All Saints Kew', 'All Saints Lorne', 'All Saints Winton', and 'All Saints Pucklebar'. A search bar is visible to the right of the dropdown.

3. Enter the number of registrations required for each course and press the **CLICK HERE** button.

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

- If you are a Parish paying for your workers, type the number of workers who need to complete each course. You are able to return at a later date and pay for more workers.



The screenshot shows the 'ONLINE COURSES AVAILABLE' page with a table of courses. The table has columns for 'COURSE NAME', 'PRICE PER PARTICIPANT', and 'NO. OF PARTICIPANTS'. There are two courses listed: 'ADDM - All Saints' Anglican Parish of Newtown/Geelong West - Safe Ministry Essentials L1' with a price of \$20.00 and 1 participant, and 'ADDM - All Saints' Anglican Parish of Newtown/Geelong West - Safe Ministry with Children L2' with a price of \$15.00 and 1 participant. A 'CLICK HERE' button is located at the bottom right of the table.

4. Click **PROCEED TO CHECKOUT**.

BILLING DETAILS.

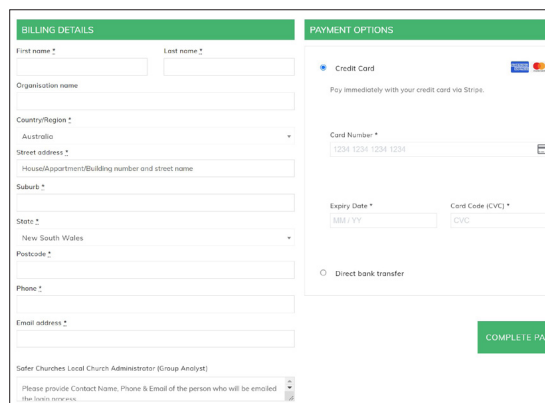
- If you are enrolling for yourself, use your email address.

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

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.



The screenshot shows the checkout page with two main sections: 'BILLING DETAILS' and 'PAYMENT OPTIONS'. The 'BILLING DETAILS' section includes fields for 'First name', 'Last name', 'Organization name', 'Country/Region' (set to Australia), 'Street address', 'Suburb', 'State' (set to New South Wales), 'Postcode', 'Phone', and 'Email address'. The 'PAYMENT OPTIONS' section has radio buttons for 'Credit Card' (selected) and 'Direct bank transfer'. The 'Credit Card' section includes a field for 'Card Number' (1234 1234 1234 1234), 'Expiry Date' (MM/YY), and 'Card Code (CVV)'. A 'COMPLETE PAYMENT' button is located at the bottom right.

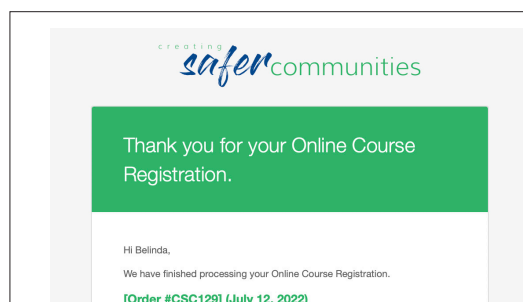
6. Click **COMPLETE PAYMENT**.

7. **Registration confirmation email**

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

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

To sign up and commence training, use the Participant Sign Up Instruction page.



The screenshot shows a registration confirmation email. The header features the 'safer communities' logo. A green box contains the text: 'Thank you for your Online Course Registration.' Below this, the email is addressed to 'Hi Belinda,' and states: 'We have finished processing your Online Course Registration.' The order number is listed as '[Order #CSC129] (July 12, 2022)'.