



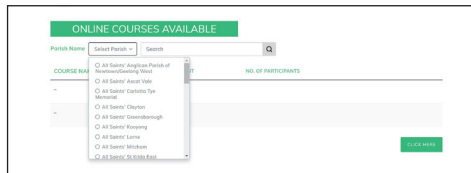
# Safe Ministry Online Training Group Payment Instructions

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

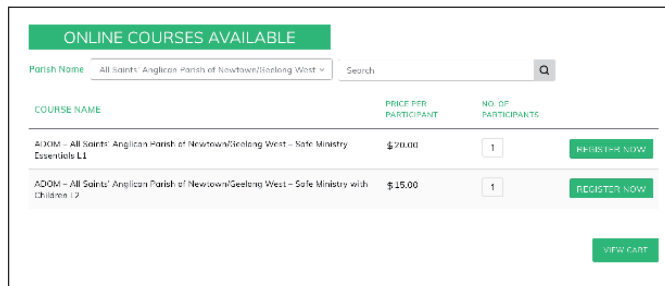
1. Type the following web address into your browser (or click on it).

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

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

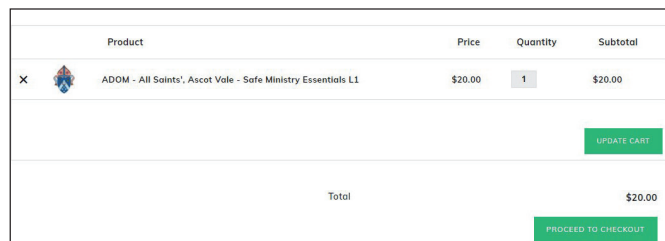


3. Enter the number of registrations required for each course, click **REGISTER NOW**.



4. Once you have registered the correct number of people, click **VIEW CART** to confirm your purchase/s.

5. Once confirmed, click **PROCEED TO CHECKOUT**.



6. Enter your billing and payment option details

### BILLING DETAILS.

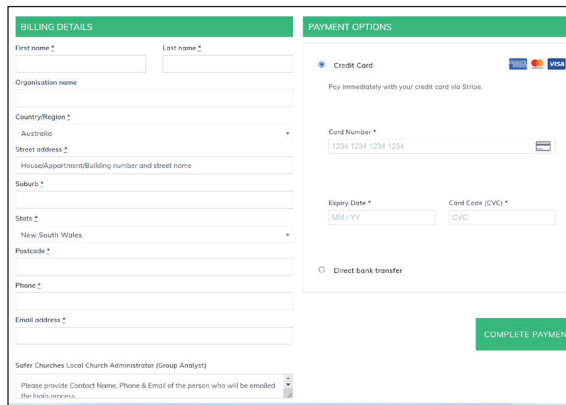
- add the name and contact details of your Parish Safe Ministry Contact.

### 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.

Click **COMPLETE PAYMENT**.

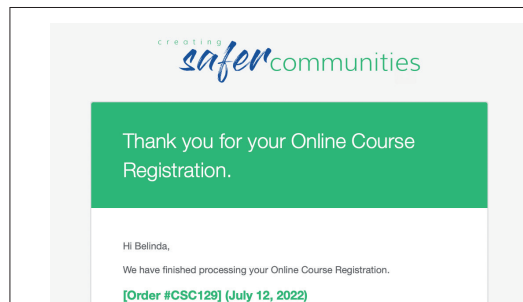


7. **Registration confirmation email**

- 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.**





## 2. Safe Ministry Training Group 'Sign Up' Instructions

**1. Use the Hyperlink in the Registration Confirmation Email/s to take you to the course 'Sign Up' page.**

NOTE: If your Parish has paid for you, the Parish will email you a registration confirmation email.

The hyperlink will take you to:

**'Complete purchase to start learning'**

NB: Purchase price will be \$0AUD.

**2. Sign Up by entering**  
- an email address

This needs to be a different email address for each group but does not have to be an actual email address

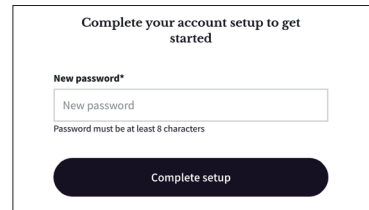
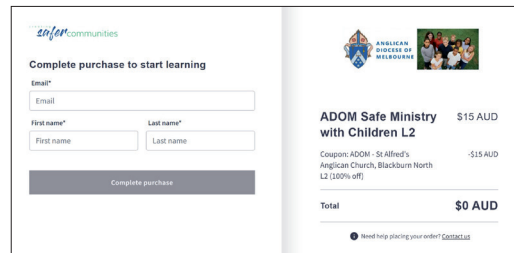
(E.g. Stjohns@group3.net)

- Group name

Click **Complete purchase.**

**3. Enter a password of your choice, and click Complete setup.**

**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 the 'arrows' located top right of the screen.



Once you have 100% completion, there is a reminder to check the names of the participants. This will need to be recorded on your Parish Register.

If you need assistance contact  
**etraining@safercommunities.net.au** or  
call 1800 070 511 (business hours).

VOLUNTEER AND LAY EMPLOYEE REGISTER					
Parish/AAC Name					
Date Updated					
Version Number					
Name & Role of Person Preparing Register					
Contact Phone Number of Person who Prepared Register					
First Name	Middle Name/s	Last Name	Role, Office or Position/s Held	Clearance for Service Required Yes or No	Home Address
Information from Volunteer/Lay Employee			Parish/Congregation Information		Information fr