

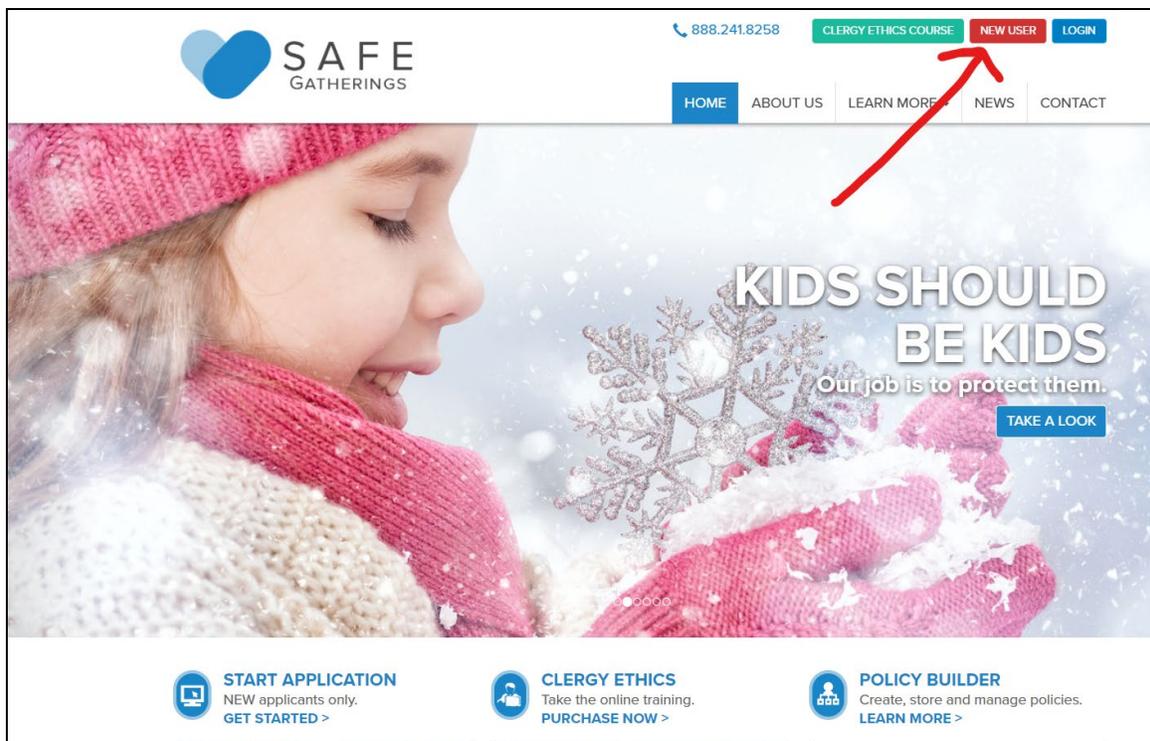


## **Instructions for Safe Gatherings Registration**

### **Applicants**

**Before you begin, please note:** In this process, you will be filling in personal information, including previous work involving children, youth, or vulnerable adults. Also, you will be submitting two references (supervisor, clergy, professional) **that are not related to you.** Safe Gatherings will need contact information for these references (email and phone number). To speed up the process, please have this information ready before you begin. Please call us with any questions at 888.241.8258.

**Step 1:** Go to [safegatherings.com](https://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.

The screenshot shows the SAFE GATHERINGS website interface. At the top left is the logo. A blue navigation bar contains 'Home' and 'Contact' buttons. Below this is a 'Login' section with a grey box titled 'New Safe Gatherings Application?' containing a red 'Sign Up' button, which is highlighted by a red arrow. Below that is a blue box titled 'Already have an account? Login' with a text input field containing 'susan', a password field with dots, and a 'Login' button. Links for 'Forgot your username' and 'Forgot your password' are below the login button. At the bottom is a green box for 'Clergy Ethics Course Only' and a note: 'Not sure? Contact us at 888.241.8258.'

**Step 3:** Choose your Language Preference, Type of Organization, Denomination, Country and State.

The screenshot shows the 'Register' page on the SAFE GATHERINGS website. It features a yellow warning box with a 'Before you begin, please note' section. Below this are four dropdown menus: 'Language Preference' (set to English), 'Choose Your Type of Organization' (set to Select Organization Type), 'Select the country for your organization' (set to United States), and 'Select the state/province for your organization' (set to Select State/Province). A blue 'Next' button is at the bottom.

After selecting your state, another part of the form will appear where you will start typing your organization name.

This screenshot shows a detailed view of the organization name input section. It includes a dropdown menu for 'Select the state/province for your organization' with 'Iowa' selected. Below it is a text input field for the organization name with a magnifying glass icon. Examples are provided: 'If your church name is First UMC of Smithville, type Smithville. If your organization is St. Francis of the Sea, type Francis.' A link 'Still can't find your organization? Contact us.' is also present. At the bottom is a 'City in which your organization is located:' text input field and a blue 'Next' button.

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.

The screenshot shows the 'Register' page for SAFE GATHERINGS. At the top, there are links for Home, Login, and Contact. The main heading is 'Register'. A note reads: 'Note: Please use your full legal name as shown on your social security card or driver's license.' The form fields are: First Name (text input), Last Name (text input), Date of Birth (Month, Day, Year dropdowns), Email (text input with a 'None' checkbox), Username (text input with 'susan' pre-filled, note: 'Username can include uppercase and lowercase letters, numbers, and special characters. You may use your email as your Username.'), Password (text input with masked characters, note: 'Password must be 9 to 24 characters, and include at least one uppercase letter and one number'), and Confirm Password (text input). Below the fields is a reCAPTCHA 'I'm not a robot' checkbox and a 'Next' button. A final note says: 'Note: Please make a note of your username and password so you may log back into your Safe Gatherings account.'

**Step 5:** Complete the rest of the registration, answering every question.

There are 7 registration screens to complete.

The screenshot shows the 'Registration' page for SAFE GATHERINGS. At the top, there are links for Home, Go To Admin, Contact, and Logout. The main heading is 'Registration'. The form fields are: First Name (text input), Middle Name (text input with a 'None' checkbox), Last Name (text input), Maiden Name (text input with a 'None' checkbox), and Preferred Name (text input with a 'None' checkbox). Below these is the 'Applicant type' section with radio buttons for: Candidate for Ministry, Church Staff, Clergy Member, Lay Person, Scouts, and Other. At the bottom, there is a checkbox: 'My role in ministry will include driving, so I need a DMV check included in my background check. (Additional \$4.75 fee)'. A 'Next' button is at the bottom left.

**Personal Info:** Your first name and last name will auto-fill based on the first registration screen. Fill out Middle Name, Maiden Name, and any Aliases to make sure the background check covers the correct person. The Preferred Name will automatically combine your first and last name unless you manually click on that field to enter information.

**Applicant Type:** Choose one.

**Driving?** Depending on your organization, you may see a check box that offers a DMV check. Note: There is an extra fee for this option, so only check this box if you are transporting people *as part of your role*.





Home Go To Admin Contact Logout

### Disclosure Regarding Background Investigation

**DISCLOSURE:** By submitting this application, I understand that Safe Gatherings may obtain information about me from a third-party consumer reporting agency for the purpose of obtaining information necessary to make decisions about the approval of my application. I understand that this consumer report may include information about my character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding criminal history, Social Security verification, motor vehicle records ("driving records"), or other background checks.

I understand that I have the right, upon written request made within a reasonable time after submitting my application, to request the nature and scope of any consumer report conducted by Trusted Employees, on behalf of Safe Gatherings, 701 Fifth St. South, Hopkins, MN 55343, 952-259-3040.

[Next](#)

**Disclosure:** Read the Disclosure information regarding your understanding of the information you are submitting and your right to request your background report. Click "Next" to move on.



Home Contact Logout

### Authorization

**AUTHORIZATION:** I have read and understand the foregoing Disclosure, "Summary of Your Rights Under the Fair Credit Reporting Act (FCRA)" and authorize Safe Gatherings to obtain and review your consumer reports concerning me obtained from IntelliCorp Records, Inc.

By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in their decision about me.

I also consent to have any legally required notices sent electronically.

Under California Civil Code section 1796.22, you are entitled to find out what is in the consumer report (ICRA) file on you with proper identification, as follows:

- As a person, to visual inspection of your file during normal business hours and on reasonable notice. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- As a company or all information contained in the ICRA file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is covered by a charge-back to you.
- By requesting a copy be sent to a specified address by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by misaddressed or mail after such mailing leaves the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity. The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of their choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

Please check this box if you would like to receive a copy of an consumer report at no charge if one is obtained by Safe Gatherings whenever you have a right to receive such a copy under the California law, and you must include your email address:

I understand and agree to the above.

I consent (1) to electronically receive this Fair Credit Reporting Act Disclosure and I can print a copy of this document or request a copy from Safe Gatherings, 1-888-241-8238; and (2) to electronically sign and submit this document to Safe Gatherings.

My typed name below will have the same force and effect as my written signature.

Printed Name: Susan Test

Applicant's Signature: \_\_\_\_\_ Date: May 2, 2019

Change your local name

[Finish and Register](#)

**Authorization:** Acknowledge your receipt of information regarding the Fair Credit Reporting Act and your understanding of the process of authorizing a consumer report. Click the check boxes and fill in the blank with your typed signature. Then click "Finish and Register."



Home Contact Logout

### Payment

**Payment Amount**  
Safe Gatherings Training: \$45.00

Please either enter the coupon code provided by your organization or enter your credit card information below. Refunds will not be offered once Safe Gatherings has begun processing your application. If you are experiencing technical problems, have questions, or believe your application was processed in error, please call us at 888-241-8238.

**Coupon Code**  
 [Apply](#)

**Payment details:**    

Card Number:

Expiration Date:

CVV:

**Billing details:** [Same as registration information](#)

First Name:

Last Name:

Address:

City:

Country:

State:

ZIP/Postal Code:

Email:

Phone:  -  -

[Pay](#)

### Payment:

If your organization requires applicants to pay for their registration, you will be prompted to pay via credit card. After payment, you will be able to access the training.

Your organization may have chosen to pay the application fee for its applicants. If so, you can click the "Continue" button to immediately access the online training, and your application will begin to be processed through Safe Gatherings.

## Step 6: Application Status Dashboard and Training Gateway

This screen shows the status of your application and is also your gateway to the training course. You may login to your account at any time to view your current status.

To begin your training, click the blue button at the bottom of the page that says, "Click here for Training Course." You will have access to the training for one year after your application has been submitted.



## Welcome to Safe Gatherings

Thank you for applying for Safe Gatherings. Your information has been submitted for review and background checks. Please click the button below to proceed to the online training course. You have the ability to log out at any time and to log back in using your username and password at [www.safegatherings.com](http://www.safegatherings.com).

### Susan Test - Application Status

	Status	
Application ( <a href="#">Update Profile</a> / <a href="#">View Profile</a> )	Pending	
Payment	Received	
Safe Gatherings Training Course	<a href="#">Not Completed</a>	
Lay Reference	Not Received <a href="#">View/Change Reference</a>	
Clergy/Superintendent Reference	Not Received <a href="#">View/Change Reference</a>	
Disclosure Form	<a href="#">View</a>	
Authorization Form	<a href="#">View</a>	

[Click here for Training Course](#)

**Thank you for using Safe Gatherings, and for your service!**  
**Questions? Call us at 888.241.8258!**