## Safe Gatherings Registration Instructions

## Login to <u>www.safegatherings.com</u>

- 1. Click on the red "New User" icon at the top of the home page.
- Under "New Safe Gatherings Application?", click on the "Sign Up" tab if you have never done the Safe Gatherings training before, or login using your Username and Password if you already have a Safe Gatherings account.
- 3. Complete all the registration steps as directed.
- 4. For the organization name, type in "Summit Church Durango" in the search bar then select "Summit Church Durango (CO), Durango" from the drop-down list.
- 5. Be sure to notify the two people you select as references and encourage them to complete the short email survey that Safe Gatherings sends them as soon as possible. Safe Gatherings will not approve anyone without both of their references completing the short survey, even if you have completed all the training and cleared the background check.
- 6. The online training typically takes around 2-3 hours to complete, but you can do the training at your own pace and it will pick up right where you left off when you log back in if you don't complete all the training in one sitting.
- 7. You should receive an email notification from Safe Gatherings as soon as you have completed all the online training, background check, and referenced check process and have been approved by Safe Gatherings.