

**As a Facilitator, what do my VIRTUS Online responsibilities include?**

1. Scheduling Protecting God's Children Training sessions in the VIRTUS Online system.
2. Managing your registrants and ensuring that information from all attendees is entered into the VIRTUS Online system. This is done by:
  - a. Encouraging your attendees to PRE-REGISTER (register online before the Protecting God's Children Class) via the VIRTUS Online website
  - b. For all attendees who did NOT register online before their class, make sure that they go online and register after their class, or that you collect their info and enter it yourself (i.e. user has no internet access)

**PLEASE NOTE:**

Check with your VIRTUS Coordinator for details on your exact responsibilities. However, all Facilitators need to ensure that attendees have registered online either before or after the class. You will only be able to view information for attendees who have registered for a class in YOUR Parish or Organization, or a particular scope of attendees established by your Coordinator. You will not be able to see information from other Facilitator sessions, unless you are involved with the presentation of the class.

The screenshot shows a navigation menu at the top with tabs for 'My Toolbox', 'My Training', 'My Library', 'Facilitators', 'My Resources', and 'My Diocese'. The 'Facilitators' tab is selected and highlighted in green. Below the navigation is a sidebar menu with the following items: 'Awareness Sessions' (with sub-items '- Session Listing' and '- Manage Registrations'), 'Download Resources', 'Message Board', 'Communication Center', 'Reporting Child Abuse', and 'Policies & Procedures' (with sub-items '- My Policies', '- My Procedures', and '- My Forms'). The main content area is titled 'Facilitators' and contains two paragraphs of text. The first paragraph explains that when facilitating a PROTECTING GOD'S CHILDREN™ for Adults session, it is important to remember that you do not have to carry the entire knowledge load of your session. Unlike a teacher, or even a trainer, you are not responsible for knowing all things about child sexual abuse. The second paragraph states that to the contrary, your focus is creating discussion between you and the audience, and between and among the participants themselves. Once discussion has exhausted a particular issue, your goal is to fill any gaps that remain. If you simply lecture about what you know, you are not allowing interaction. When participants do not interact they retain little of what is taught, and it is quickly forgotten. A final paragraph notes that the features on this tab are designed to assist you in your role as a facilitator.

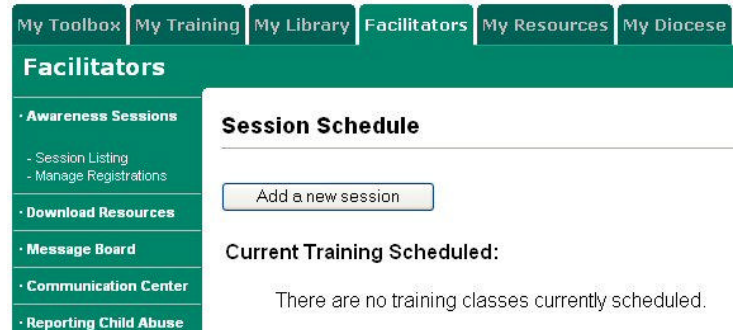
## What resources exist for Facilitators on the VIRTUS Online Website?

1. A Facilitator Tab that contains all tools and resources for Facilitators.
2. A listing of all classes, future and past, within your Organization
3. A Registration Manager
4. A Library of Templates, Documents and Forms pertaining to the Protecting God's Children training and implementation.
5. A Message board that allows you to communicate with Facilitators across the nation, spanning all organizations utilizing the VIRTUS Online system.
6. A Communication Center that allows you to interact with Facilitators within YOUR Diocese.
7. A link that includes Child Abuse Reporting details broken down by state.



## How do I schedule a session?

1. On your Facilitators Tab, click "Session Listing" on the left-hand menu.
2. In the center of the page, click the button labeled "Add a New Session."



3. Enter class information including location, date, start time and maximum size.
4. Add names of all Facilitators who will be assisting with the class.
5. Enter any notes you may want to display about the class (e.g. room information, attendee classification.)
6. Click "Add Session."

**Add Training Session:**

**Training Title:**

**Location:**

**Start Date:**   (You must use this format: mm/dd/yyyy)

**Start Time:**  :

**Number of days:**

**Maximum Size:**  (leave blank if there is no size limit)

**Facilitator:** (optional)

Available Facilitators		Selected Facilitators
3rdoption, test Chesnut, Susan Doe, John Doty, Sharon Easterwood, Brian Facilitator, Fred flintstone, fred test, test test, test	<input type="button" value="Click to add &gt;&gt;"/>  <input type="button" value="&lt;&lt; Click to remove"/>	

**Notes:**

(put class restrictions here, ie Priests only)

**How do I view my class and registrant Information?**

1. Click on "Manage Registrations."
2. Choose the Class from the Drop-Down List.
3. Click "Submit."
4. You will be able to view and edit user information.

[My Toolbox](#)
[My Training](#)
[My Library](#)
[Facilitators](#)
[My Resources](#)
[My Diocese](#)
[Administration](#)

**Facilitators**

- Awareness Sessions
  - Session Listing
  - Manage Registrations
- Download Resources
- Message Board
- Communication Center
- Reporting Child Abuse
- Policies & Procedures
  - My Policies
  - My Procedures
  - My Forms

**Manage Registrations**

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**Manage registrations BY TRAINING SESSION**

Training Session:

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**Manage registrations BY USER**

[Click here to see a list of users who have register for training session.](#)

How do I view a comprehensive list of all my attendees who have registered online, regardless of the class they attended?

1. Click on "Manage Registrations."
2. Click the link that says "Click here to see a list of users..."
3. You will be able to view and edit user information.

My Toolbox My Training My Library Facilitators My Resources My Diocese Administration

**Facilitators**

- Awareness Sessions
  - Session Listing
  - Manage Registrations
- Download Resources
- Message Board
- Communication Center
- Reporting Child Abuse
- Policies & Procedures
  - MY Policies
  - MY Procedures
  - MY Forms

**Manage Registrations**

Manage registrations **BY TRAINING SESSION**

Training Session: 09/22/2003 10:45 AM - (Test Site - Tulsa) - Protecting God's Children for Adults

Submit

Manage registrations **BY USER**

Click here to see a list of users who have register for training session.

**PLEASE NOTE:**

You will only be able to view information for attendees who have registered for a class in YOUR Parish or Organization. You will not be able to see information from other Facilitator's classes, unless you are helping with that class.