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.
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: Protecting God’s Children for Adults
- Location: Main Office (Tulsa)
- Start Date: 01/01/2023
- Start Time: 12:00 PM
- Number of days: 1
- Maximum Size: 50
- Facilitators:
  - Available Facilitators:
    - John Doe
    - Jane Smith
    - Mike Brown
  - Selected Facilitators:
    - John Doe
    - Jane Smith
- Notes:

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.
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.

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.