

Trainer Instructions for SRS

AS A TRAINER OR SRA YOU HAVE THE ABILITY AND RESPONSIBILITY TO:

1. Add trainings into the Training Sessions calendar in the Safeguarding Records System (SRS).
2. Register people for training if they cannot register themselves.
3. Print the Sign-out Sheet for the training session.
4. Upload Sign-Out Sheet back into the training session or fax or email to the Safeguarding Office so that the attendees may be given credit.

Trainers and SRAs will want to work as a team to decide in what ways you might divide and/or share this responsibility. Remember, SGC applicants have 30 days, and SGP and SGP-H applicants have 90 days to complete their certification processes, so prompt uploading of the Sign-out Sheet after the training is imperative. **Please upload the Sign-out Sheet within two business days of the training.**

GETTING STARTED – FOR NEW TRAINERS AND SRAS

1. If you have just trained as a trainer or SRA, you will be receiving an email with the URL for the SRS website, your username and password. Login and update your profile. The URL is: <http://srs.epicenter.org>

Safeguarding Records System

Login

Username:

Password:

Required.

Remember me on this computer.

[Login](#) [Forgot your password?](#)

Safeguarding
A Ministry of Wellness and Care

2. Click “edit”.

Welcome Marty!

Certifications in process:

Active Certifications:

- Safeguarding God's People - Harassment
Valid till 2019-05-26
- Safeguarding God's Children
Valid till 2019-08-20
- Safeguarding God's People - Exploitation
Valid till 2021-01-06

Contact Information:

Address: [Redacted]

Home Phone: [Redacted]

Work Phone: 512-609-1874

Email: mbrickley@epicenter.org

3. Fill in all required information. If it has one *, the information is required. Only one phone number is required. Then click “Save”.

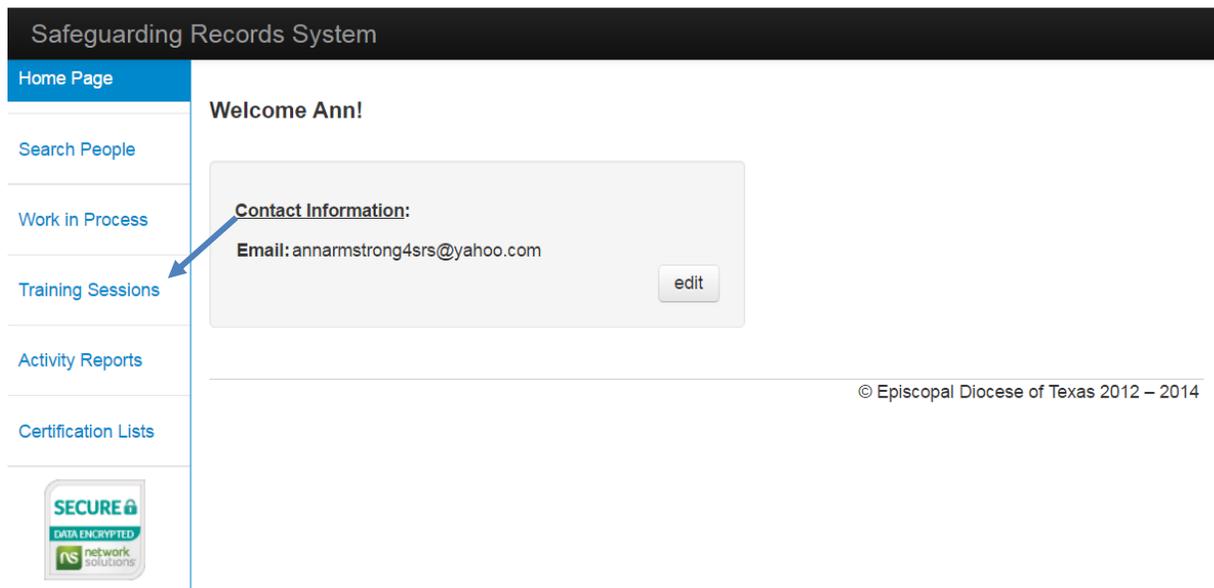
Edit Personal Information Marty Brickley (mbrickley)

All fields marked * are required.

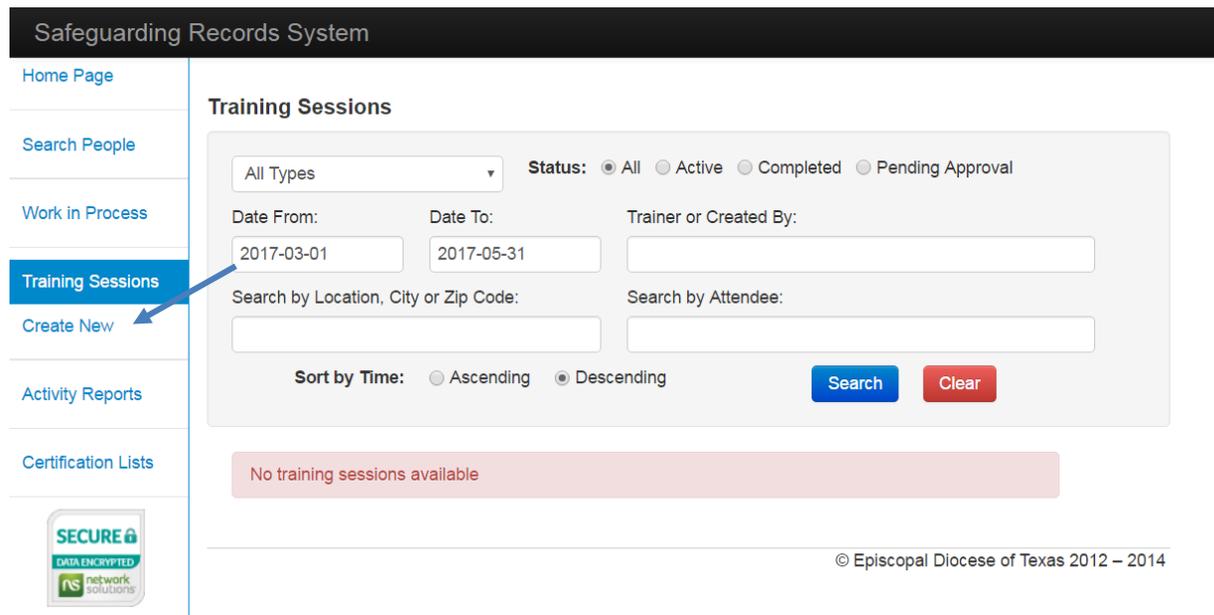
Title	First Name *	Middle Name	Last Name *	Suffix
<input type="text"/>	<input type="text" value="Marty"/>	<input type="text" value="Romero"/>	<input type="text" value="Brickley"/>	<input type="text"/>
Nickname	Date of Birth *	Gender *	Language	
<input type="text" value="Marty"/>	<input type="text"/> <small>YYYY-MM-DD</small>	<input type="radio"/> Male <input checked="" type="radio"/> Female	<input type="text" value="English"/>	
Home Phone **	Work Phone **	Cell Phone **	Contact Email	
<input type="text"/> <small>### ### ####</small>	<input type="text" value="512-609-1874"/> <small>### ### ####</small>	<input type="text"/> <small>### ### ####</small>	<input type="text" value="mbrickley@epicenter.org"/>	
Address Line 1 *		Address Line 2		
<input type="text"/>		<input type="text"/>		
City *	State *	ZIP Code *		
<input type="text" value="Austin"/>	<input type="text" value="Texas"/>	<input type="text"/>		

ENTERING A TRAINING INTO TRAINING SESSIONS

1. Click on Training Sessions on the Sidebar on the left.



2. Click on Create New under Training Session.



3. Click on the type of training that is needed.

Safeguarding Records System

Home Page

Search People

Work in Process

Training Sessions

Create New

Create New Training Session

Please select a training type to continue

- 3 hour Safeguarding God's Children Training
- 2 hour Safeguarding God's People Training
- Safeguarding God's People Preventing Sexual Harassment Training

4. Fill in the information in the fields provided and click Save. (Be sure to note if the training is Open or if it is Restricted.)

Create New Training Session

3 hour Safeguarding God's Children Training

Date: 2017-03-08 Time: 01:00 PM Attendee Limit: 15

Location Name: St. John the Divine

Address: 2450 River Oaks Blvd. City: Houston Zip: 77019

This training is restricted to: This training is open to all.

Trainer: una underwood Contact Email: unaunderwood@gmail.com

Additional Trainer:

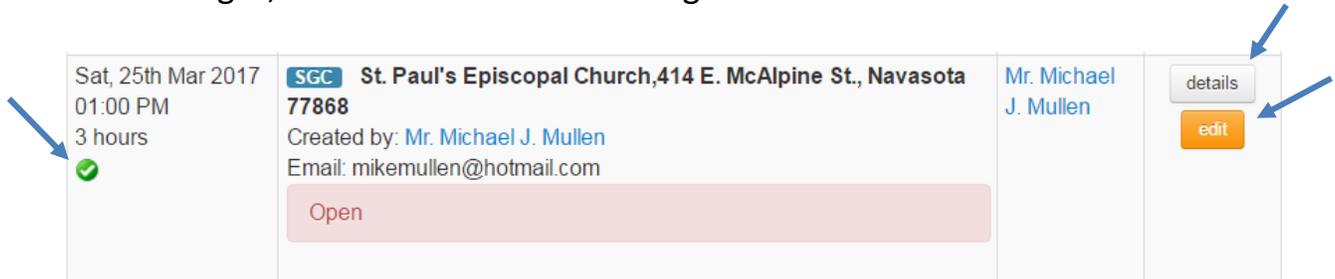
Notes: Meet in Room 204.

Back to list of Training Sessions Select a different training type Save

5. The training will need to be approved by the Safeguarding Office. It will then be available for registrations. You can expect approval by the end of the same business day, or the next day at the latest.

6. Go back to Training Sessions to access the approved training session. The white check mark in the green circle indicates the training has been approved.

- a. Click on **details** to check on registrations or add registrants, print the Sign-Out Sheet, or upload the Sign-out Sheet. (See below).
- b. Click on **edit** if any of the training information needs to be updated (Attendee Limit, Date, Time, etc.), or if the training needs to be cancelled. After making changes, click **Save** to save changes and **Cancel** to cancel the session.



DETAILS: REGISTRATIONS, PRINTING SIGN-OUT SHEETS, UPLOADING SIGN-OUT SHEETS

1. In **details** you can see who the Attendees are, add eligible people to the training, Print the Sign-out Sheet in English or Spanish, and Upload the Sign out Sheet.

3 hour Safeguarding God's Children Training

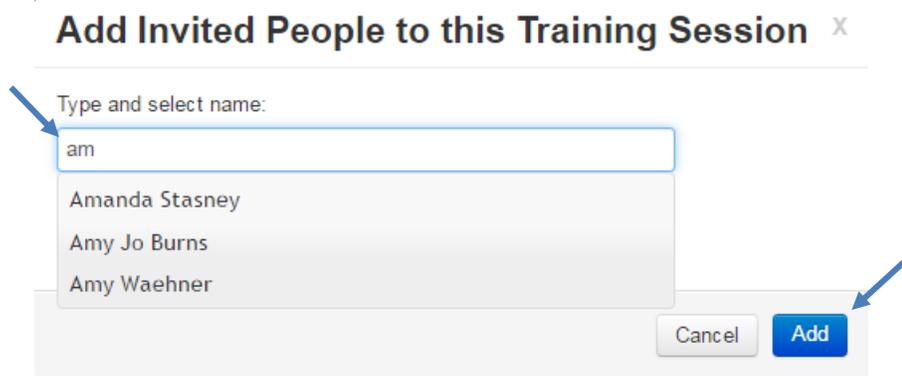
A screenshot of the training details page. At the top, it shows 'Date: 2017-03-05', 'Time: 09:30 AM', and 'Attendee Limit: 20 persons'. Below that is 'Location: Camp Allen, 18800 FM 362, Navasota 77868'. It also lists 'Restricted to: Counselor Training Program Participants' and 'Restricted to Organizations: -'. The 'Trainer' is Sydney Boone, with 'Contact Email: kentonb@campallen.org'. 'Additional Trainers' include Andrew Day (drewd@campallen.org). 'Notes:' are present. 'Created By: Sydney Boone' and 'Email: kentonb@campallen.org' are also shown. A horizontal line separates the header from the 'Attendees:' section. The attendees list includes: 1. P. ytc F nze (SGC-T), 2. M s. I ar : L. J. fan 's (SGC-T), 3. H nte M t renz e Ko in (SGC-T), 4. A l o y P i n k (SGC-T), 5. M r g a e t W i s c o t t (SGC-T). Below the list is a button 'add people to this training'. To the right of the attendees list are three buttons: 'Print Sign-out Sheet', 'Print Sign-out Sheet in Spanish', and 'Upload Sign-out Sheet'. Blue arrows point to the 'add people to this training' button, the 'Print Sign-out Sheet' button, and the 'Upload Sign-out Sheet' button.

2. As people register for a training (through SRS) their names will show up under Attendees. Their names will also be added to the Sign-out Sheet.

3. To add a person to a training, click on  and a box will open.



4. When you begin to type the name, a drop-down list will appear. Their name will appear if they are eligible for registration. Select the name and click Add.



5. People from other Episcopal Diocese of Texas churches, organizations and schools using SRS will be able to sign up for any training that is in SRS and is marked as Open. If the training is Restricted, a call may be made to that location to ask permission for an applicant to attend. Please be respectful of locations that need to restrict their trainings.

6. Print the Sign-Out Sheet before the training. Click on the Print Sign-out Sheet button.



TIP: It is a good idea to print out and bring extra Sign-Out sheets as sometimes people who have not registered come to a training session. (See the **TIP** on the last page.)

7. Only use the Sign-out Sheet provided through SRS. No other or older versions of the Sign-out Sheet will be accepted. Be sure to have all the attendees sign at the end of the training on the front side of the Sign-out Sheet and be sure the trainer signs at the top of the Sign-out Sheet(s) as well.



Safeguarding God's Children Sign-out Sheet

Date of Training: **Sunday, March 05 2017, 09:30 AM** Location of Training (Church/School) **Camp Allen 18800 FM 362**
 City: **Navasota** Trainer: **Mr. S. Kenton Boone III**
 I certify that these people attended the entire 3 hours of training * _____ Trainer Signature

TRAINER: Review the following acknowledgment with your class:

Your signature indicates that you have attended Safeguarding God's Children 3 hour, and that you agree to the following:

1. I will do my best to prevent abuse and neglect among children and youth involved in church activities and services.
2. I will not physically, sexually, or emotionally abuse or neglect a child or youth.
3. I will comply with: all guidelines as found in *The Policies for the Protection of Children and Youth from Abuse*.
4. If I observe any inappropriate behaviors or possible policy violations with children or youth, I will immediately report my observations as outlined in this policy.
5. I acknowledge my obligation to protect children/youth and agree to immediately report known or suspected abuse to appropriate state and church authorities.
6. I understand that the church will not tolerate abuse of children and youth and I agree to comply in spirit and action with its policies.

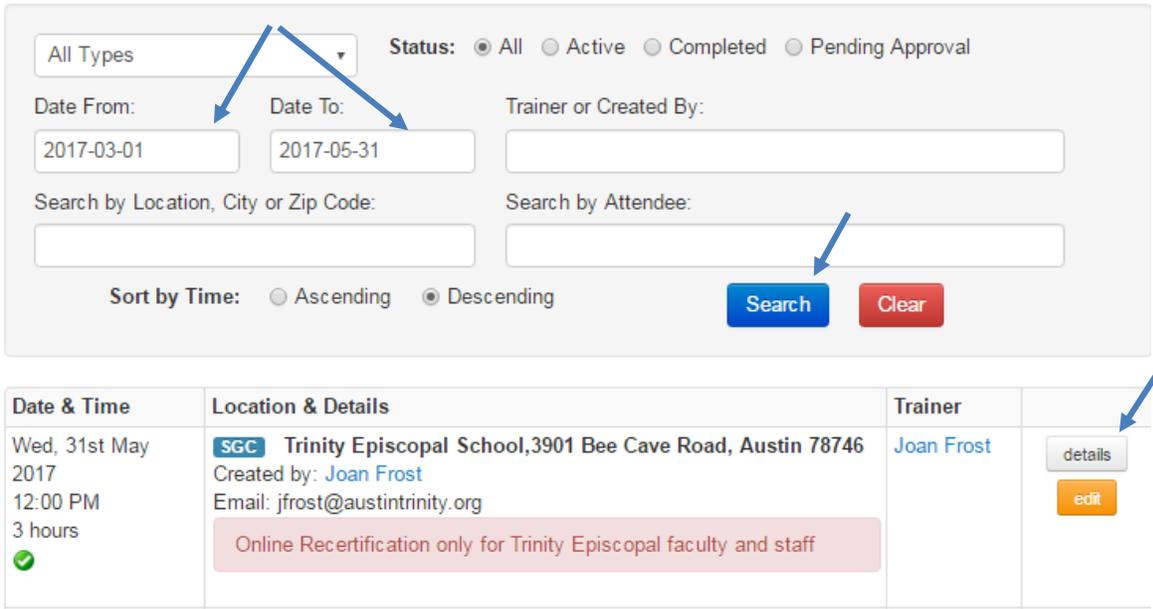
Name (printed)	Signature	Church/School
P y t c 1 He ize		Camp Allen, Navasota
M s. Nancy L. J rlar do		Camp Allen, Navasota
Hi ntel Mac æn: e K lo i		Camp Allen, Navasota
At oey ?ioni k		Camp Allen, Navasota
M rgar: it Wk sci tt		Camp Allen, Navasota

* Due to the importance of this training, persons arriving later than 15 minutes after start time will be required to reschedule their training.
 * SRA/Trainer: Upload Sign-out Sheet within 2 business days. Pg 1 of 1

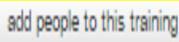
8. Scan the signed Sign-out Sheet(s) and save it to your desktop.

9. To upload the Sign-out Sheet, go to Training Sessions and find your training. (Note: Make sure the “Date From” and “Date To” fields include the date of the training you are looking for. Then click Search.) When you locate your training, click on  .

Training Sessions

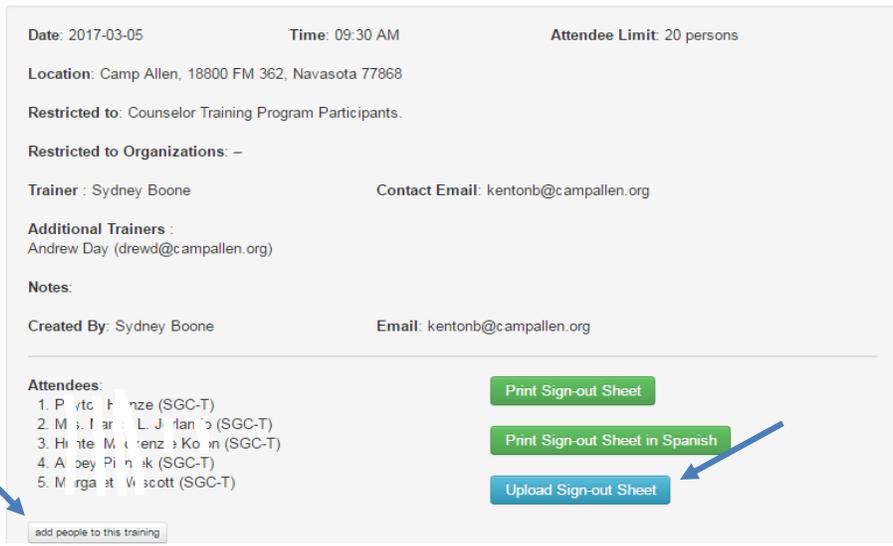


Date & Time	Location & Details	Trainer	
Wed, 31st May 2017 12:00 PM 3 hours ✓	SGC Trinity Episcopal School, 3901 Bee Cave Road, Austin 78746 Created by: Joan Frost Email: jfrost@austintrinity.org <i>Online Recertification only for Trinity Episcopal faculty and staff</i>	Joan Frost	 

NOTE: If someone attended the training session who was not registered, try to add their name to the Sign-Out Sheet by clicking on  .

10. Click on  .

3 hour Safeguarding God's Children Training



Date: 2017-03-05 Time: 09:30 AM Attendee Limit: 20 persons

Location: Camp Allen, 18800 FM 362, Navasota 77868

Restricted to: Counselor Training Program Participants.

Restricted to Organizations: –

Trainer : Sydney Boone Contact Email: kentonb@campallen.org

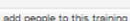
Additional Trainers :
Andrew Day (drewd@campallen.org)

Notes:

Created By: Sydney Boone Email: kentonb@campallen.org

Attendees:

1. Patricia Henze (SGC-T)
2. Maria L. Julian (SGC-T)
3. Hattie Martinez & Koin (SGC-T)
4. Abbey Pink (SGC-T)
5. Margaret Wiscott (SGC-T)





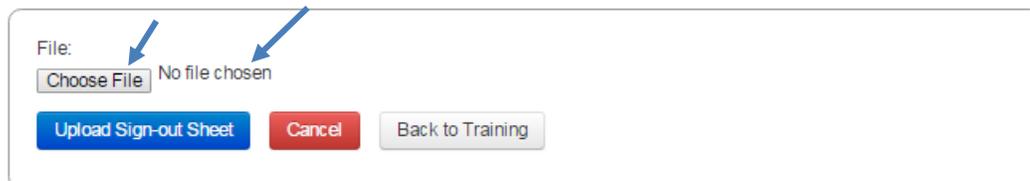




11. Click on “Choose File”. This will take you to your desktop where you can locate the saved Sign-out Sheet. Click on the file. The file will then show as selected where it now says “No file chosen”. Then click the Upload Sign-out Sheet button.

SGC Training Session at Trinity Episcopal School, 3901 Bee Cave Road on 2017-05-31 12:00
Wednesday

Upload Sign-out Sheet



File: No file chosen

12. The Safeguarding Office will then approve the attendance for all attendees.

13. Please retain a copy of the Sign-out Sheet until you can verify that all attendees have received credit.

NOTE: Because the SGC certification process has a 30-day deadline, and the other certification processes have a 90-day deadline, we ask that the Sign-Out Sheet be uploaded within two business days of the training. You may also fax or email it to the Safeguarding Office.

- Fax: 866.898.8976
- Email: mbrickley@epicenter.org

TIP:

If someone comes to your training and they are not on the printed Sign-out Sheet, you may offer them one of the following options:

1. If they want to take the training for their own information and you have enough room and materials for them to participate, they may stay. They do not sign the Sign-out Sheet and we keep no record of their training. The training WILL NOT count toward certification.
2. If they want or need the training to count toward SGC or SGP certification, and are from another Episcopal Diocese of Texas church, school or organization, and you have room and materials, let them know that you cannot guarantee their attending will count, but they may stay. Their staying is up to the trainer’s discretion. They may write their name in on the Sign-out Sheet and sign. Their signature must be on the front of the Sign-out Sheet. Tell them that they will only receive credit if they complete the certification requirements and that they must work this out with their Safeguarding Records Administrator.