

Instructions for Safe Gatherings Registration for Coastal Carolina Presbytery

Step 1: Go to SafeGatherings.com and click the button for "Get Started"



Step 2: Choose your language preference and find our organization.

Denomination: Presbyterian

Country: United States

State: North Carolina

City: Elizabethtown

Organization: Coastal Carolina Presbytery

Step 3: Complete the rest of the registration, answering all questions if possible. Creating a username and password is important so you can stop and start the training session as needed

Captcha: Input the word displayed into the field provided. This signifies that you are a person and not a spammer or "bot."

Click "Next." There are some screens to complete.

Personal Info: First, Middle, Last, Maiden Name, and Aliases help to make sure we check the correct person. The “preferred name” will automatically combine the first and last name but can be changed manually by clicking in to the field.

Applicant type: Choose from 4 options: Volunteer, Clergy, Staff, or Other.

Contact Info: Please input all available phone numbers. Safe Gatherings keeps all data collected private. It is used solely for the purpose of screening and contact from Safe Gatherings as needed.

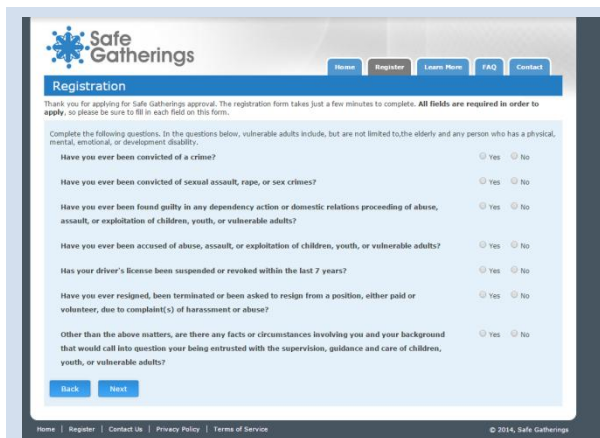
Email: An email address is not required but is recommended. Your email will allow for password retrieval and approval notification.

Username & Password: If an email is provided, the form will automatically place that email as the username. However, you may modify your username.

Permanent Address: This is the address of your residence and will be used to run background checks.

Confidential Info: Date of Birth, Gender, and Social Security Number are required for background screening.

Living Outside the State: This helps ensure we run the appropriate state-level background checks.



The screenshot shows the 'Registration' page of the Safe Gatherings website. The page has a blue header with the logo and navigation links: Home, Register, Learn More, FAQ, and Contact. Below the header, the title 'Registration' is displayed. A paragraph of text reads: 'Thank you for applying for Safe Gatherings approval. The registration form takes just a few minutes to complete. All fields are required in order to apply, so please be sure to fill in each field on this form.' Below this, a note states: 'Complete the following questions. In the questions below, vulnerable adults include, but are not limited to, the elderly and any person who has a physical, mental, emotional, or development disability.' The questionnaire consists of seven questions, each with 'Yes' and 'No' radio button options:

- Have you ever been convicted of a crime? Yes No
- Have you ever been convicted of sexual assault, rape, or sex crimes? Yes No
- Have you ever been found guilty in any dependency action or domestic relations proceeding of abuse, assault, or exploitation of children, youth, or vulnerable adults? Yes No
- Have you ever been accused of abuse, assault, or exploitation of children, youth, or vulnerable adults? Yes No
- Has your driver's license been suspended or revoked within the last 7 years? Yes No
- Have you ever resigned, been terminated or been asked to resign from a position, either paid or volunteer, due to complaint(s) of harassment or abuse? Yes No
- Other than the above matters, are there any facts or circumstances involving you and your background that would call into question your being entrusted with the supervision, guidance and care of children, youth, or vulnerable adults? Yes No

At the bottom of the questionnaire, there are 'Back' and 'Next' buttons. The footer of the page includes links for Home, Register, Contact Us, Privacy Policy, and Terms of Service, along with the copyright notice '© 2014, Safe Gatherings'.

Questionnaire: Answer the 7 questions truthfully and to the best of your knowledge. If you answer “yes” to any of the questions, the form will ask you to provide additional information. This screen shot does not match the new website but the questions are the same.

Registration

Thank you for applying for Safe Gatherings approval. The registration form takes just a few minutes to complete. **All fields are required in order to apply**, so please be sure to fill in each field on this form.

Clergy Reference

Name:
 Email:
 Confirm Email:
 Phone: - -

Professional Reference - must be over 18 and not related to you

Name:
 Email:
 Confirm Email:
 Phone: - -

When choosing your references, please select a clergy reference and a professional reference that you have known long enough for them to have a good understanding of your character.

If you do not know a clergy member well, you may use a church staff member or a second professional reference. If you do so, you must fully explain why you are not using a clergy member as your clergy reference.

You may not use a family member as any of your references.

As a person in authority, it is my responsibility to refrain from any sexual contact with, respect the boundaries of, and prevent abuse of children, youth, and/or vulnerable adults in my care. I will follow all policies and practices recommended by Safe Gatherings and the organizations I serve regarding appropriate ways to serve children, youth and/or vulnerable adults in my care.

I certify that the information I have provided in my application is true and correct. By submitting this application, I hereby request and authorize Safe Gatherings to conduct background checks for the purpose of obtaining information necessary for the review of my application. I further agree that, in order to obtain honest personal references for my application, I waive my right to read the references and agree that they should remain confidential.

I understand and agree that Safe Gatherings will review my application based on the responses and information received. I authorize Safe Gatherings to share my application status, related information, and the approval or rejection of my application with my local church/congregation and/or the denominational hierarchy to which my church/congregation reports. I understand that if I am rejected, I may be asked to terminate any current or future roles as one who interacts with children, youth, and/or vulnerable adults.

I have read and agree to the Safe Gatherings Terms of Service

Thank you!
 Enter Code:

Reference Requests: Please input information for 2 people to be contacted via email to give references on your behalf. One is for a clergy reference, and the other a professional or personal reference. The form will provide instruction if you do not have an appropriate clergy reference.

Terms & Conditions: Be sure to read and fully understand the terms and conditions as they are stated on the Safe Gatherings website.

Payment

Payment Amount: \$35.00
 Safe Gatherings Training: \$35.00

Coupon Code:

Payment details:

Card Number:
 Expiration Date: November 2014

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

First Name:
 Last Name:
 Address:
 City:
 State:
 ZIP/Postal Code:
 Email:
 Phone: - -

Payment Screen: You will be asked to input a credit card to cover the \$35 cost of registration, training, and background checks.

Step 4: Begin Online Boundary Awareness & Abuse Prevention Training

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.

Application Status

	Status	
Application (Update Profile)	Pending	<input type="button" value="Refresh"/>
Payment	Received	<input type="button" value="Refresh"/>
Course Completion	Not Completed	<input type="button" value="Refresh"/>
Lay Reference	Not Received	View/Change Reference <input type="button" value="Refresh"/>
Clergy/Superintendent Reference	Not Received	View/Change Reference <input type="button" value="Refresh"/>
Validity Background Check	Pending	<input type="button" value="Refresh"/>

Your application dashboard shows the status of your application and is also your gateway to the training course. You may log in to your Safe Gatherings account at any time to review the status of your application.

To begin your boundary training, click the blue button at the bottom that says, "Click here for Training Course."

Several users have found that the email sent to references have gone directly to SPAM folders. Please call your references and ask them if they received the email, if not, to check their junk mail folders for the email. From the Dashboard the email can be resent, if needed.