Instructions for Safe Gatherings Registration

Applicants

Step 1: Go to www.safegatherings.com and click any of the links for "Get Started."

Before you begin, please note: In this process, you will be filling in personal information, including previous work involving children, youth, or vulnerable adults. Also, you will be submitting two references (supervisor, clergy, professional) **that are not related to you**. Safe Gatherings will need contact information for these references (email and phone number). To speed up the process, please have this information ready before you begin. Please call us with any questions at 888.241.8258.

Step 2: Choose your Language Preference, Type of Organization, Denomination (if a church or faith-based applicant), Country, and State. Then, start to type part of the organization you are applying with. The name should appear in the dropdown box, and the city will autofill. If you cannot find your organization, please call Safe Gatherings at 888.241.8258.

Then, fill in your First Name, Last Name, Date of Birth, and Email. (*Note: An email address is not required but is recommended to allow for password retrieval and approval notification. If you do not have an email, check the box that says "None."*) If an email is provided, the form will automatically enter that email as the Username (you can modify the username).

Next, choose a Password. Then, check the box that says "I'm not a robot" to verify your security. Then, click the "Next" button.
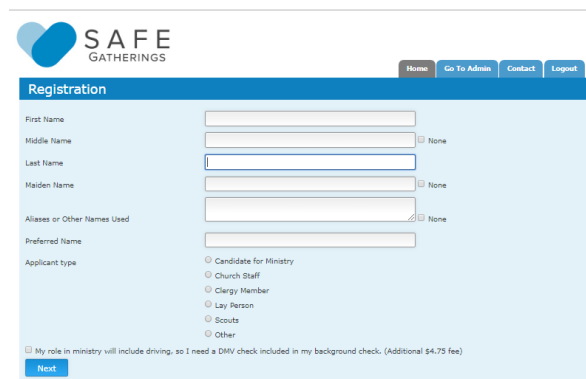
Step 3: Complete the rest of the registration, answering every question.
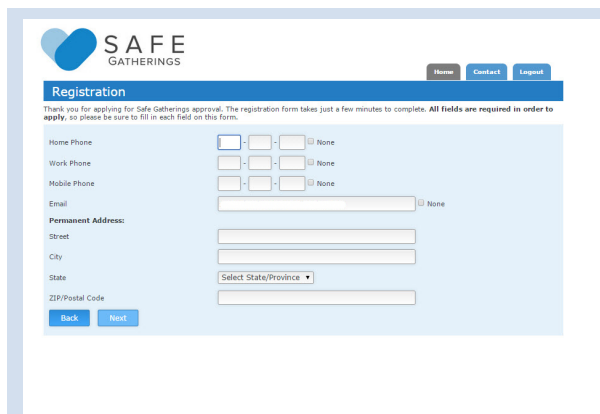
There are 7 registration screens to complete.

Personal Info: Your first name and last name will auto-fill based on the first registration screen. Fill out Middle Name, Maiden Name, and any Aliases to make sure the background check covers the correct person. The Preferred Name will automatically combine your first and last name unless you manually click on that field to enter information.
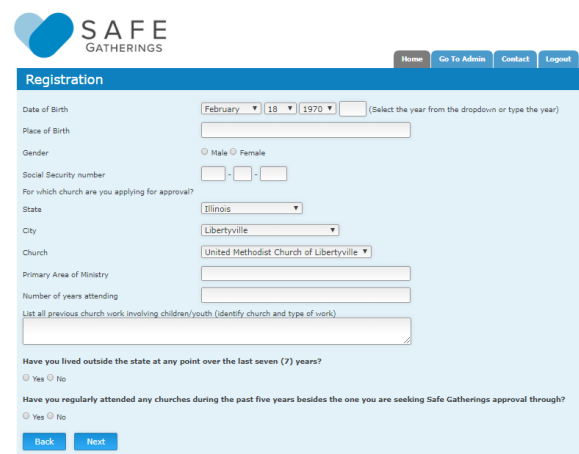
Applicant Type: Choose one.
Driving? Depending on your organization, you may see a check box that offers a DMV check. Note: There is an extra fee for this option, so only check this box if you are transporting people *as part of your role*.

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. If you've provided an email address, it will auto-fill from the first registration screen.

Permanent Address: This should be your current residence.

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

Next, fill out Primary Area of Ministry or Service, Number of Years Attending (for church/faith-based applicants), and list previous work involving children, youth, or vulnerable adults. Finally, check "Yes" or "No" to the questions regarding whether you've lived outside the state over the past 7 years and whether you have regularly attended any other churches during the past 5 years (some church/faith-based applicants).

Questionnaire: Answer the 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.

Reference Requests: Please input information for 2 people to be contacted via email to provide references on your behalf. Depending on your organization, this may be a clergy member or professional reference. Neither should be related to you, and you must have known these people for at least 1-2 years.

Then, check the boxes at the bottom to agree with the statements.

Disclosure: Read the Disclosure information regarding your understanding of the information you are submitting and your right to request your background report. Click "Next" to move on.

Authorization: Acknowledge your receipt of information regarding the Fair Credit Reporting Act and your understanding of the process of authorizing a consumer report. Click the check boxes and fill in the blank with your typed signature. Then click "Finish and Register."

Payment:

If your organization requires applicants to pay for their registration, you will be prompted to pay via credit card. After payment, you will be able to access the training.

Your organization may have chosen to pay the application fee for its applicants. If so, you can click the "Continue" button to immediately access the online training, and your application will begin to be processed through Safe Gatherings.

Step 4: Application Status Dashboard and Training Gateway

This screen shows the status of your application and is also your gateway to the training course. You may login to your account at any time to view your current status.

To begin your training, click the blue button at the bottom of the page that says, "Click here for Training Course." You will have access to the training for one year after your application has been submitted.

Thank you for using Safe Gatherings, and for your service!

Questions? Call us at 888.241.8258!