How do I schedule a Protecting God’s Children Training Session?

**Step 1:** Go to [www.virtusonline.org](http://www.virtusonline.org)

**Step 2:** Login to your account (If you are unable to remember your Username and/or your Password, go to the Help/FAQs tab in the red ban at the top right)

**Step 3:** Click on your Facilitators tab
How do I Manage My Protecting God’s Children Training Session?

Step 1: Go to www.virtusonline.org

Step 2: Login to your account (If you are unable to remember your Username and/or your Password, go to the Help/FAQs tab in the red ban at the top right)

Step 3: Click on your Facilitators tab
**Step 4:** On the left under Facilitators click on manage Registration

**STEP 5:** Your Training will appear. Click on Continue
**STEP 6**: You will see a list of those who have registered for your training. From this screen you can also create a roster, send a reminder email, and print attendance certificates.
Step 4: On the left under Facilitators click on Session Listing

STEP 5: Click on Add a New Session
STEP 6: Select the Training Title “Protecting God’s Children for Adults” and then complete the remainder of the form: Language, Location, Start Date, Number of Days, Maximum Size, Facilitator, Contact Name, Contact Number, Notes (Optional). Then Click on Add Session.