VIRTUS® Excellence Builds Trust

VIRTUS® Online

Facilitator Website Guide

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(To inquire about your specific access/procedures, please contact Alex.Kwan@archden.org)

Updated 11/5/26

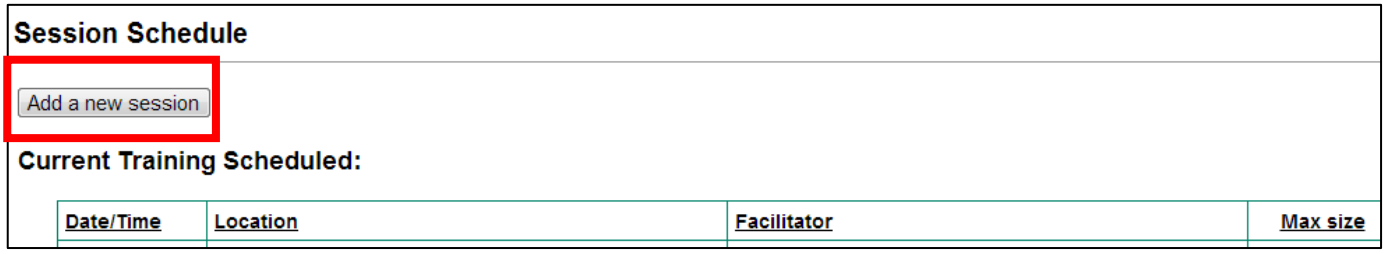
How do I create a session and add it to the scheduled list?

1. Select the “Facilitators” Tab from the tabs at the top of the page.

2. Click on “My Sessions” of “All Sessions” under “Awareness Sessions” within the left-hand menu.”.

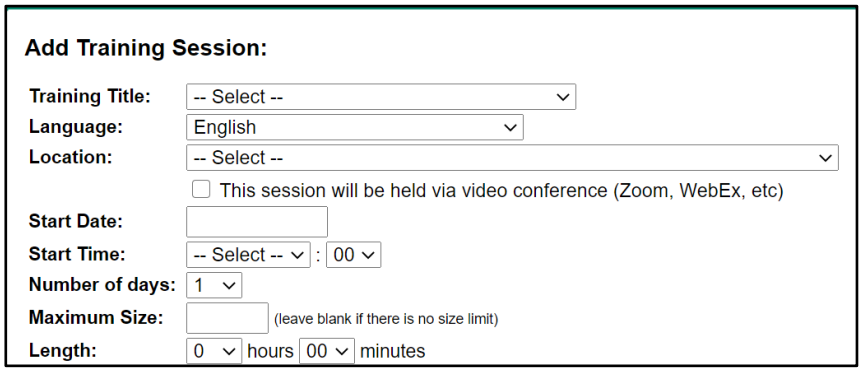


3. To add a new session, select, “Add a new session”.



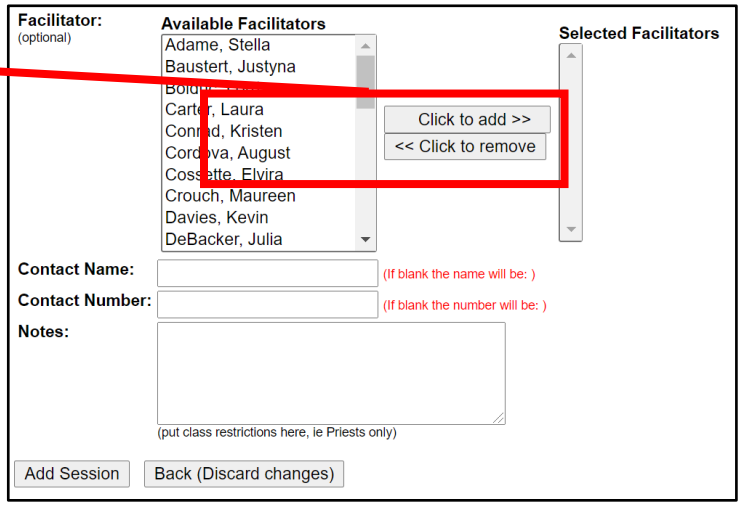
4. Enter class information, including the language, location, date, time, maximum size, and timeframe length.

   Please always choose “3 hours” for length of session.



5. Please select the facilitator of the session from the list of “Available Facilitators”, and then ensure that you click on “Click to add >>” so that the name appears in the “Selected Facilitators” box.

   If you do not complete this step, you will not be able to return to access the session and there registration listings.



6. Add in the contact information and any notes you want to display about the class (room information, attendee classification, the fact that only adults may attend, individuals must arrive on time, etc.).
   Make sure to always click the box to show contact info



7. Select, “add session” to add the session to the schedule, or “Back” to discard changes/cancel.



How do I print an attendance verification sheet?

1. Click on a category under “Awareness Sessions” within the left-hand menu. One possible selection is “Manage Registrations”.



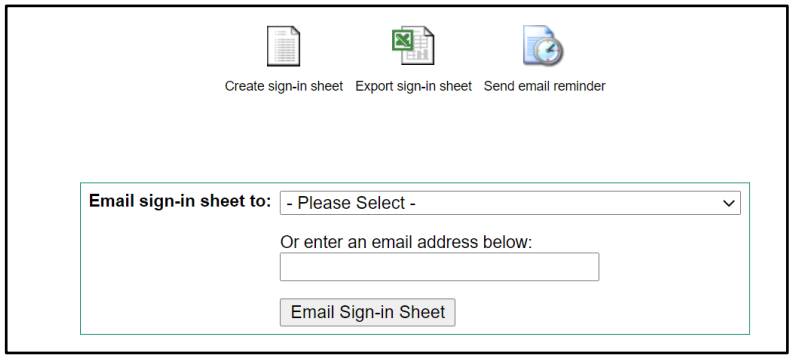
2. Select a training session from the drop-down box and click on “Continue”.

Note: You will only be able to view the sign-in sheet information for sessions for which *you* are listed as one of the facilitators.

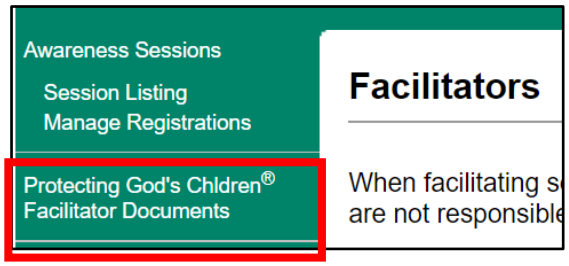


3. After selecting a session, choose one of the icons at the bottom of the page to create a sign-in sheet or to send an email reminder.

Please note: Please send a hard copy of the sign in sheet to the Archdiocesan Office of Child and Youth Protection. Do not use the “Email Sign-In Sheet” option here.



You also will have access to Protecting God’s Children and other Facilitator Documents.



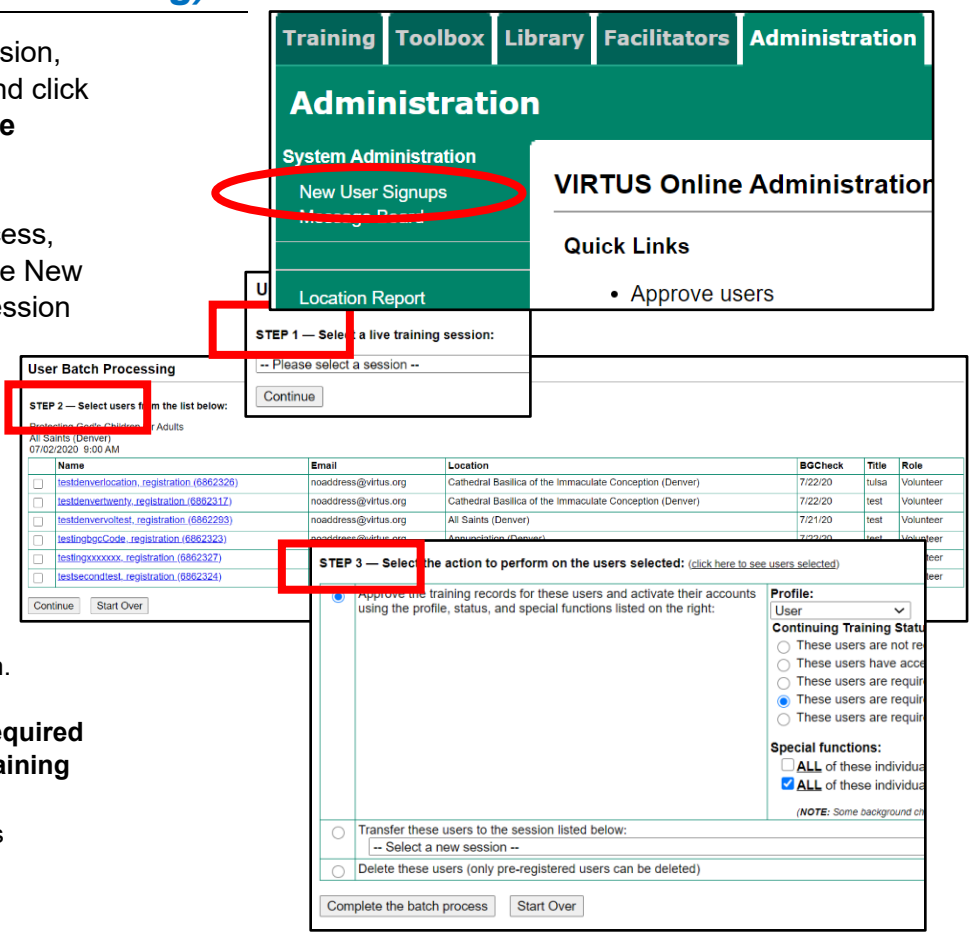
How do I confirm participant attendance at the training? (Batch Processing/Approve Training)

1. To approve records from PGC session, click on the **Administration tab** and click on **New User Signups or Approve Users** within the Quick Links.

2. **Batch processing**: To Batch Process, select the link on the top right of the New User Signups list and select the session in STEP 1.

3. Within STEP 2, select the user(s) from the list of users who attended the session.

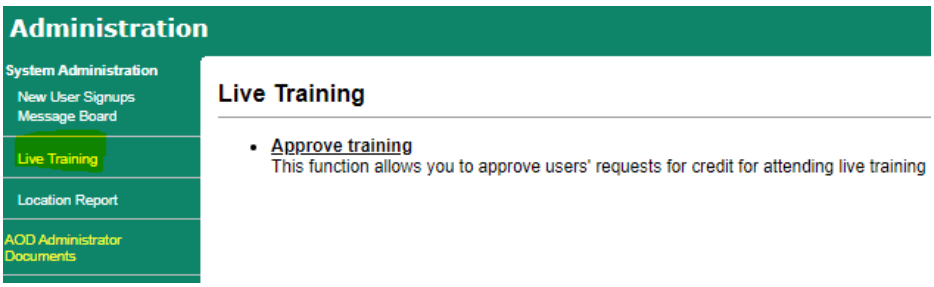
4. Within STEP 3, select the action to approve the attendees:
   a. Click on Approve the training records radio button.
   b. Select '**User**' as the Profile
   c. Select **"These users are required to complete continuing training per policy"**
   d. Complete the batch process



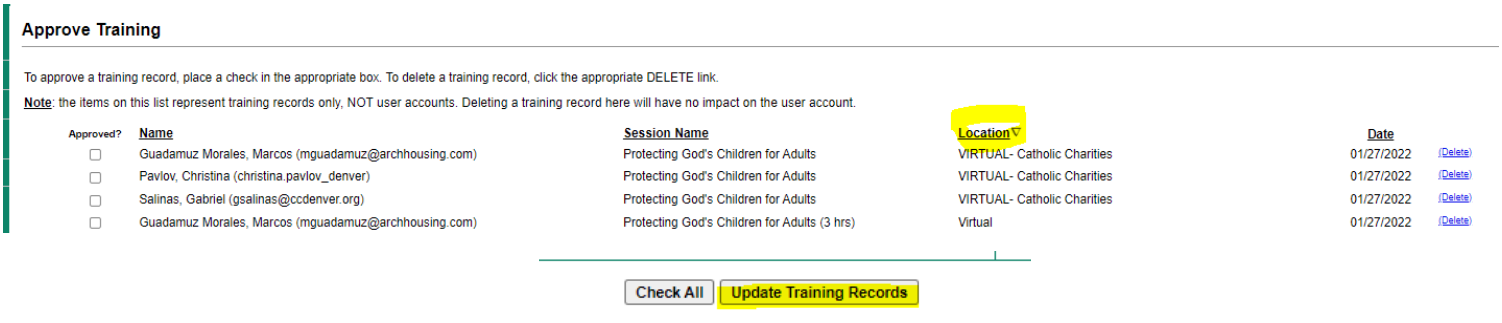
NOTE: If registered participants' names are missing from "batch processing" list, proceed to the process below.

1. From the Administration tab, click on "Live Training" on the left menu and then on "Approve Training"

2. From the "Approve Training" list, select the names of those who attended your class, and click "Update Training Records."
   Tip: You can sort by training site by clicking on the "Location" header.



3. You can also delete those who did not attend your class by clicking on "delete" at the far right



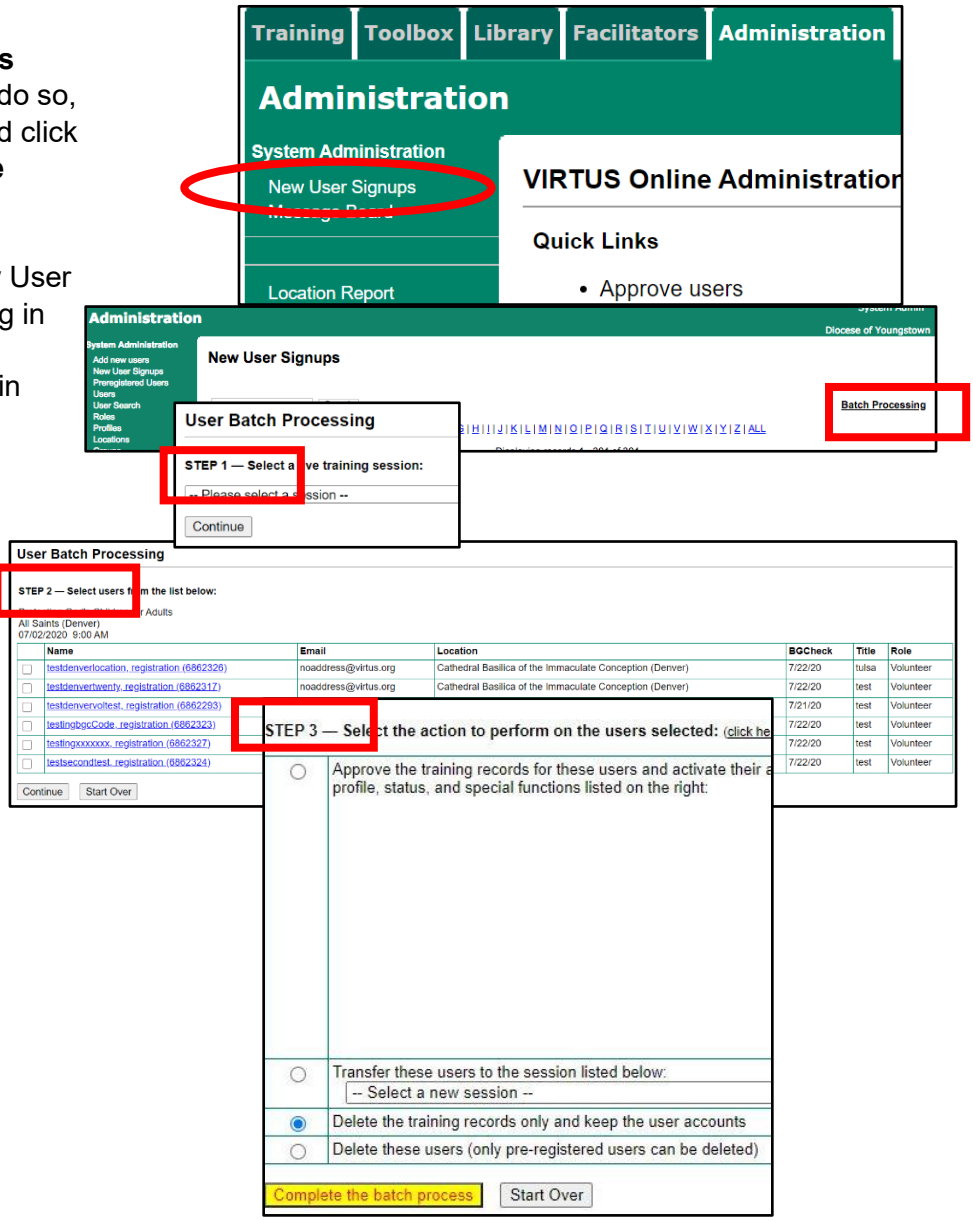
How do I remove registrants who did not attend with batch processing?

1. **Please remove any non-attendees from your class registration**. To do so, click on the **Administration tab** and click on **New User Signups or Approve Users** within the Quick Links.

2. **<u>Batch processing</u>** :Within the New User Signup link, select Batch Processing in on the <u>top right</u> of the New User Signups list and select the session in STEP 1.

3. Within STEP 2, select the user(s) from the list of users who did not attend the session.

4. Within STEP 3,
   a. Select "Delete the training records only and keep the user accounts"
   b. Click "Ok" to delete <u>training records</u> in warning box.
   c. Complete the batch process



NOTE: If registrants' names are missing from "batch processing" list, proceed to the process below.

1. From the Administration tab, click on "Live Training" on the left menu and then on "Approve Training

2. Delete registrantionsof non-attendees listed at your location by clicking the delete link at the far right of their listing.

