



NEW STEWARDS OF CHILDREN FACILATED TRAINING PROCESS



NOTE: It is important for you to always record your training dates and numbers, so we can keep accurate count of you personal or your organization's training seat balances.

1. Read through this process guide and Facilitator Guide & Script
2. Send your participants the email template
 - a. Virtual Training Template
3. Test the access to the NEW Stewards of Children Videos
(directions in this guide)
4. What to Bring on Training Day
 - a. Blank sign-in sheet and/or registration list printed from the Facilitator Dashboard
 - b. Copies of Community Resource Sheet
 - c. Blank Stewards of Children® Certificates
 - d. Training Evaluations (QR code & link available in this guide)



Virtual NEW Stewards of Children® Registration Confirmation Email Template



Dear NEW Stewards of Children® Participant,

You're invited to register for the [date of training] virtual *New Stewards of Children®* training. The link below will direct you to where you can register for this training event.

[your registration link goes here]

Discount Code: [optional]

This code should be inputted at the beginning of the registration process.

Please review the training details below.

- **Training Date:**
- **Training Time:**
- **Training Platform:**
- **Additional Training Access Directions [optional]:**

If you have any questions, please reach out to me via [your email here] and [phone number].

Thank you for your commitment to protecting children. I look forward to meeting you at your upcoming training!

Sincerely,



BEFORE your *NEW Stewards of Children* Training Session

1. Select the **Add a Training** button

Total Trained: 98
Updated nightly at 12:00am EST.

Welcome, Jennifer! | [Log Out](#)

In the Facilitator Dashboard, you can view and manage your upcoming trainings, add new trainings, order materials, update your account information and much more.

Training Information and Resources

ADD A TRAINING

VIEW & MANAGE TRAININGS

ORDER MATERIALS & PRODUCT

DOWNLOAD TRAINING MATERIALS

NETWORK WITH INSTRUCTORS





SUBMIT CEUS

Here's a snapshot of trainings you have coming up or have recently completed. Click manage to add attendees, edit event details.

Training	Date	Location	City	State	Zip	Manage?
Virtual Stewards of Children	08/28/2020	https://us02web.zoom.us/j/123456789	Stewards	SC	29407-1712	Manage

2. Select **Training Type** to **VIRTUAL**. Select the title **NEW Virtual Stewards of Children** then complete all necessary fields (marked in red) and **SUBMIT** your training.

- Private: your training is a closed event and participants will not be able to register for it without your event registration URL link (provided in email after event is created). We recommend making your training Private if you plan to have your participants receive the training for "**Free**" because you pre-purchased seats with us and you have received a code for them to use when registering.
- Public: your training will be visible on our site for others to register. Participants will have to pay \$16 to Darkness to Light unless you provide them a code that is provided when pre-purchasing seats.
- Be certain to only put numerical values in the **Training Cost** section.

Training Type:	Virtual
Training:	NEW Virtual Stewards of Children
Training Description:	Information 
Public or Private:	<input checked="" type="radio"/> Private
Training Language:	English
Co-Facilitator:	
Training Date:	mm/dd/yyyy 
Training start:	01:00 PM 
End:	04:00 PM 
Training Cost:	16



BEFORE your *NEW Stewards of Children* Training Session

3. Once you've added your training, you have the option to **add an additional training**, or navigate back to your **Facilitator Dashboard**

The image shows a web form for creating a training session. The form includes three input fields: "Training Date:" with the value "08 / 28 / 2020", "Training start:" with the value "01 : 00 PM", and "End:" with the value "03 : 00 PM". Below these fields is a modal dialog box with a close button (X) in the top right corner. The dialog box has the title "Training Created!" and contains the following text: "Thank you for creating a training event! You should receive a confirmation to your preferred email address in the next few minutes." Below this, it says "If you have any questions, please contact" followed by the email address "FacilitatorSupport@D2L.org". At the bottom of the dialog box are two buttons: "GO TO FACILITATOR DASHBOARD" and "CREATE ANOTHER TRAINING". Two orange arrows point to these buttons from the left and right sides of the dialog box.

You should have received an email "You have created a training!". In this email you will find the template message that you can share with your participants. The message includes the registration URL link that will direct them to our site to register for your virtual training. **You can also use the template on page 3.**

Don't forget to provide them with the coupon code that was provided if you wish to provide you training for free. If no coupon code is provided, the participant will be promoted to pay \$16 for the training.

AFTER your NEW Stewards of Children Training Session

1. Select **VIEW & MANAGE TRAININGS** after the event: Select the **Manage** option next to the training you wish to complete.

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Training	Date	Location	City	State	Zip	Manage?
Virtual Stewards of Children	08/28/2020	https://us02web.zoom.us/j/123456789	Stewards	SC	29407-1712	Manage

5. Select **Manage Registrations**. If participant registered themselves through our site, their information should appear on this page. If you need to add extra participants, select **Add Registrants**. Input the registrants information and click **Add Registrant**. If done correctly, the registrants information will show on the list. Once your list is added, select **Back to this Training Event Information**.

[Back to this Training Event Information](#)

ADD REGISTRANTS

Add a Registrant

First name: <input type="text"/>	Last name: <input type="text"/>
Email: <input type="text"/>	City: <input type="text"/>
State: <input type="text" value="Choose a State"/>	Attended: <input type="text" value="Please select response"/>
CE Credit? <input type="text" value="Social Worker"/>	Discount code: <input type="text"/>

ADD REGISTRANT

Choose File | No file chosen

6. Select **Complete Event Report**.

24 hours after the event has been added the "Complete Event Report" button will be available.

Virtual Stewards of Children Monday, May 25th 2020

UPDATE TRAINING INFORMATION

MANAGE REGISTRATIONS

CANCEL TRAINING

COMPLETE EVENT REPORT

Training:	Virtual Stewards of Children
Training Description:	Training for Charleston educators.
Public or Private:	Private



AFTER your NEW Stewards of Children Training Session

7. Input the **"Number of people trained"** and select **NO** in the **"Do you want to upload a sign in sheet field"**. Complete the fields and **Submit** your event report.

If participants did not register for your training, or you did not input the prior to the training, you have the option to download the template and upload your participants. This is not necessary to submit the **Event Report**.

Submit event report for Virtual Stewards of Children

Training: Virtual Stewards of Children

Training Description: Training for Charleston educators.

Number of people trained:

Co-Facilitator:

Training Date: 05/25/2020

Do you want to upload a sign in sheet?

Yes

No

To add file, download our [Registration Template](#). Your registrations should be in a CSV file. After you upload your registrants, visit the [Manage Registrations](#) page to see your attendees and add CEU information:

Choose File No file chosen

SUBMIT EVENT REPORT

8. Send your participants a **NEW Stewards of Children Certificate of Completion**. For the fillable PDF version, visit the **Resource Section** at the end of this guide.

- There is an [NEW Stewards of Children® After-Training Email](#) template in this guide

Any questions, please reach out to
FacilitatorSupport@d2l.org



NEW Stewards of Children® After-Training Email Template:



Dear NEW Stewards of Children® Participant,

Thank you for participating in the [date of training] *NEW Stewards of Children®* training. Please find attached your certificate of completion. Below is a link to additional resources.

<https://www.d2l.org/get-help/>

If you have any questions, please reach out to me via [your email].

If you are interested in becoming an Authorized Facilitator please visit the Darkness to Light website via this link: <https://www.d2l.org/education/stewards-of-children/facilitator-led/become-a-facilitator/> for more information.

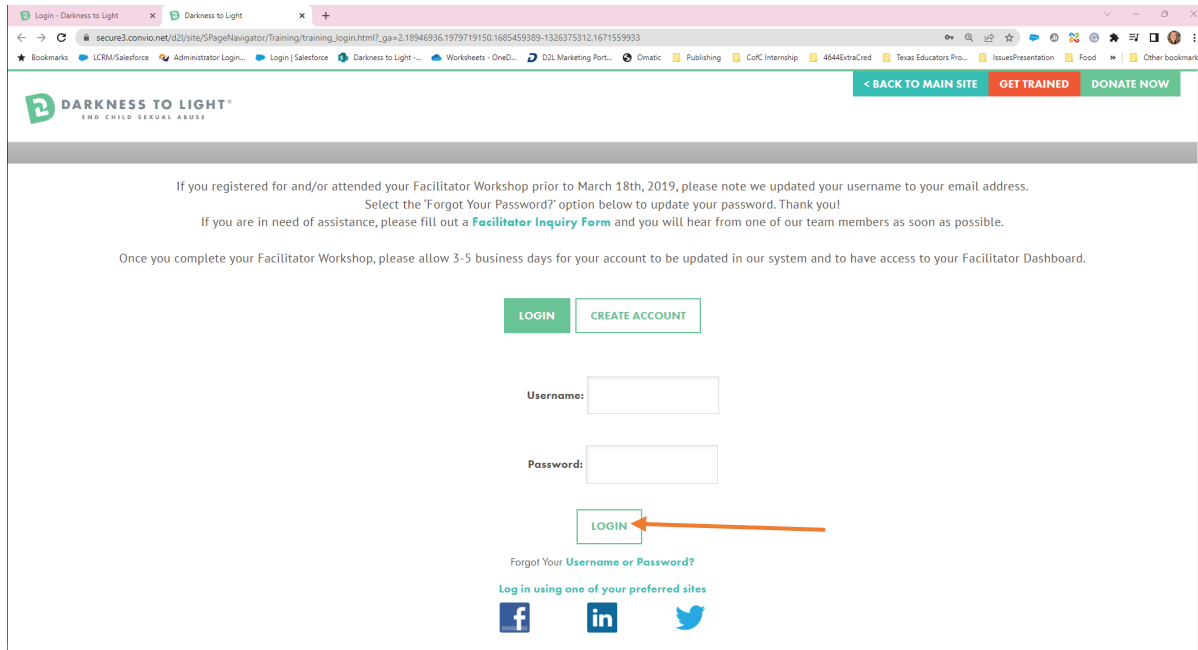
Thank you for your commitment to protecting children.

Sincerely,



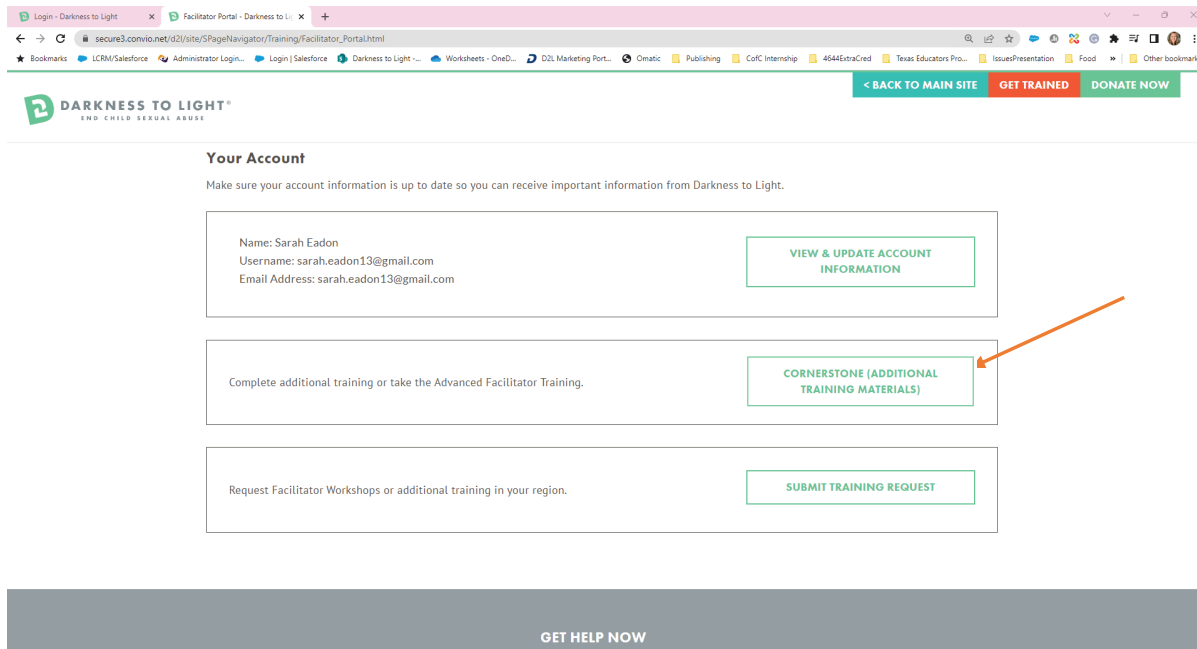
Access the NEW Stewards of Children Videos

1. Log into your **Facilitator Dashboard** account



2. Scroll down and click on **More Trainings**

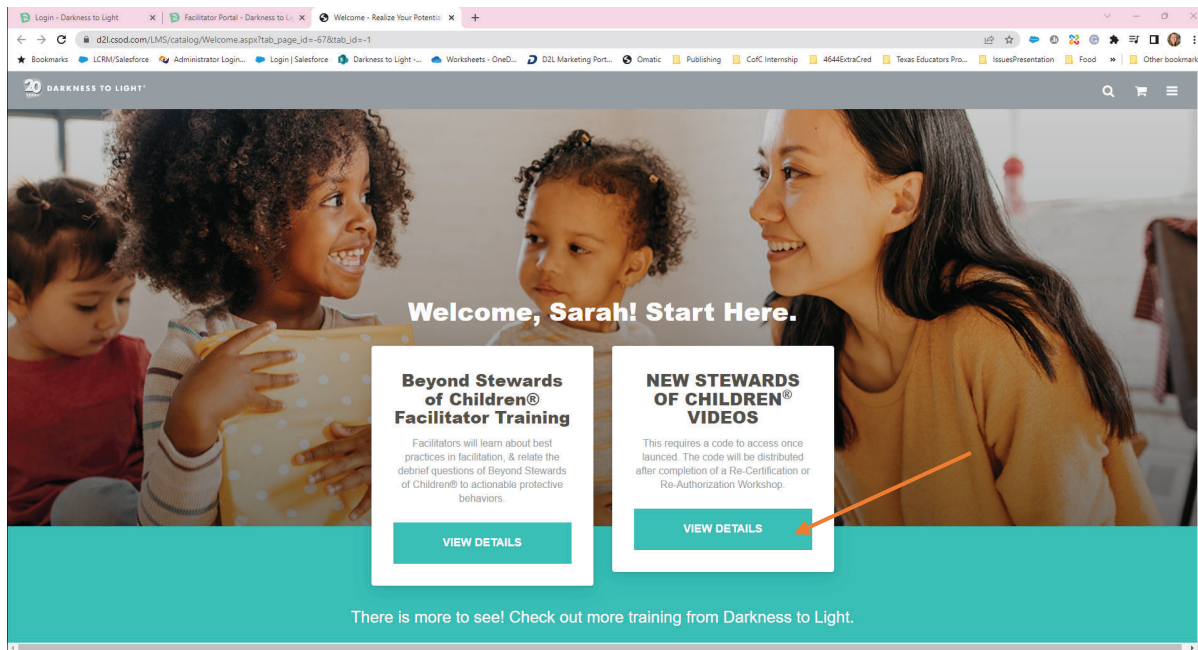
- This will open a new window and direct you to our online training platform.



Access the NEW Stewards of Children Videos

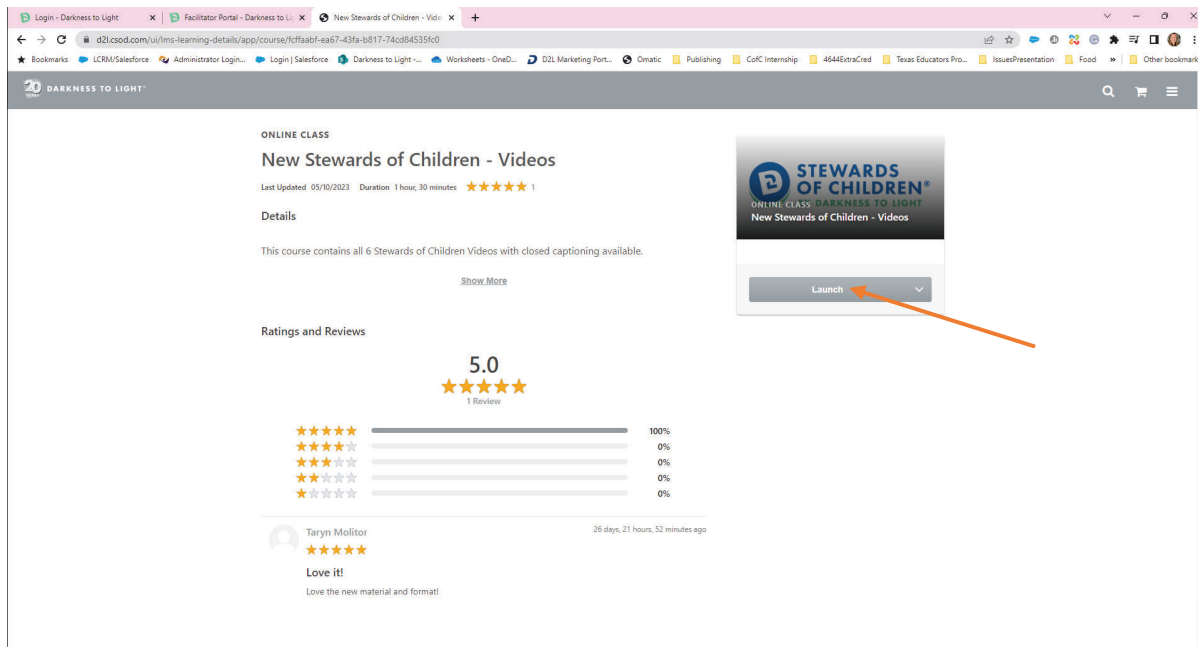
3. Click **VIEW DETAILS** under **NEW STEWARDS OF CHILDREN VIDEOS**

- If you do not see the options below, please reach out to FacilitatorSupport@d2l.org



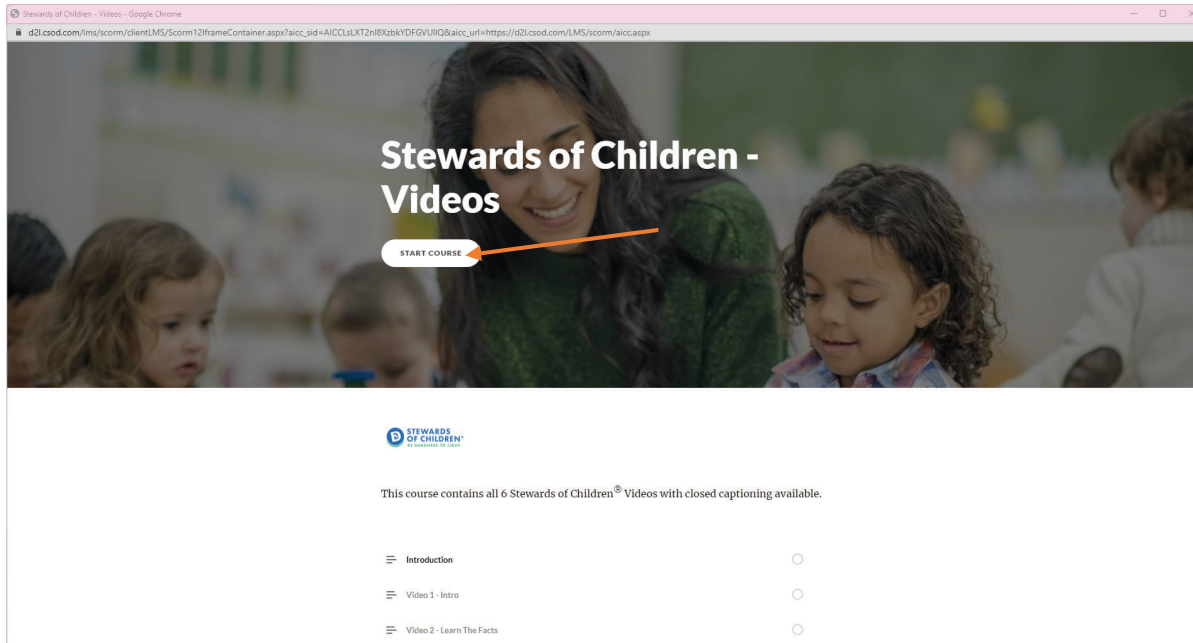
4. Click **LAUNCH**

- This will open a pop-up window with the NEW Stewards of Children videos.

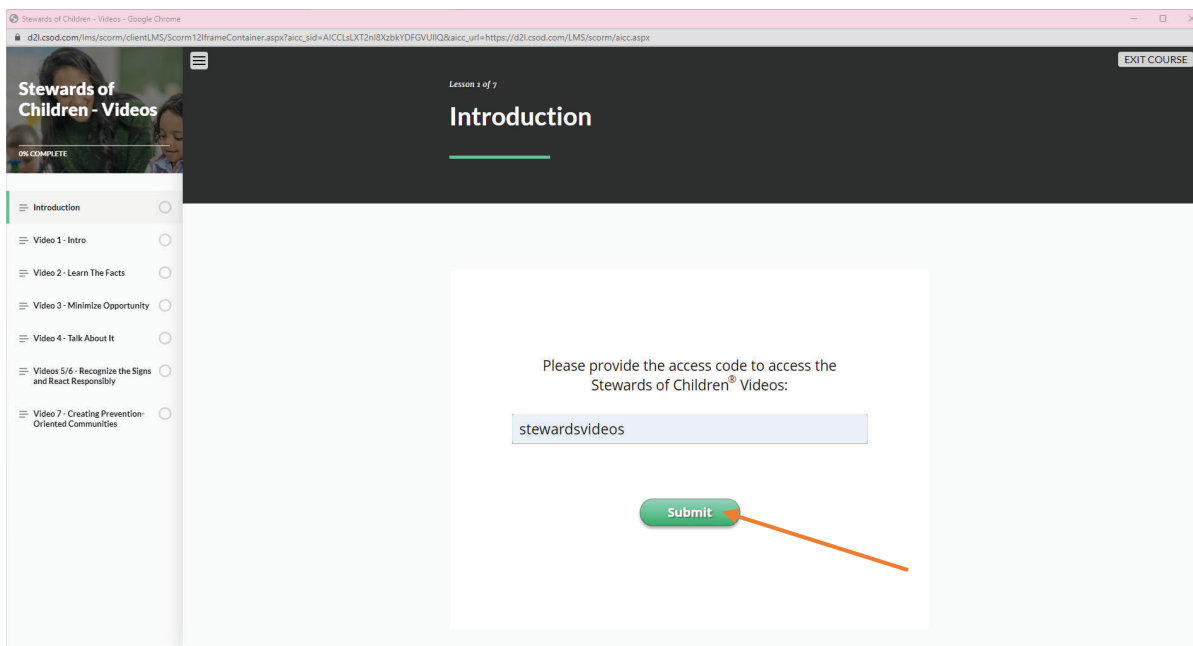


Access the NEW Stewards of Children Videos

5. Click **START COURSE**



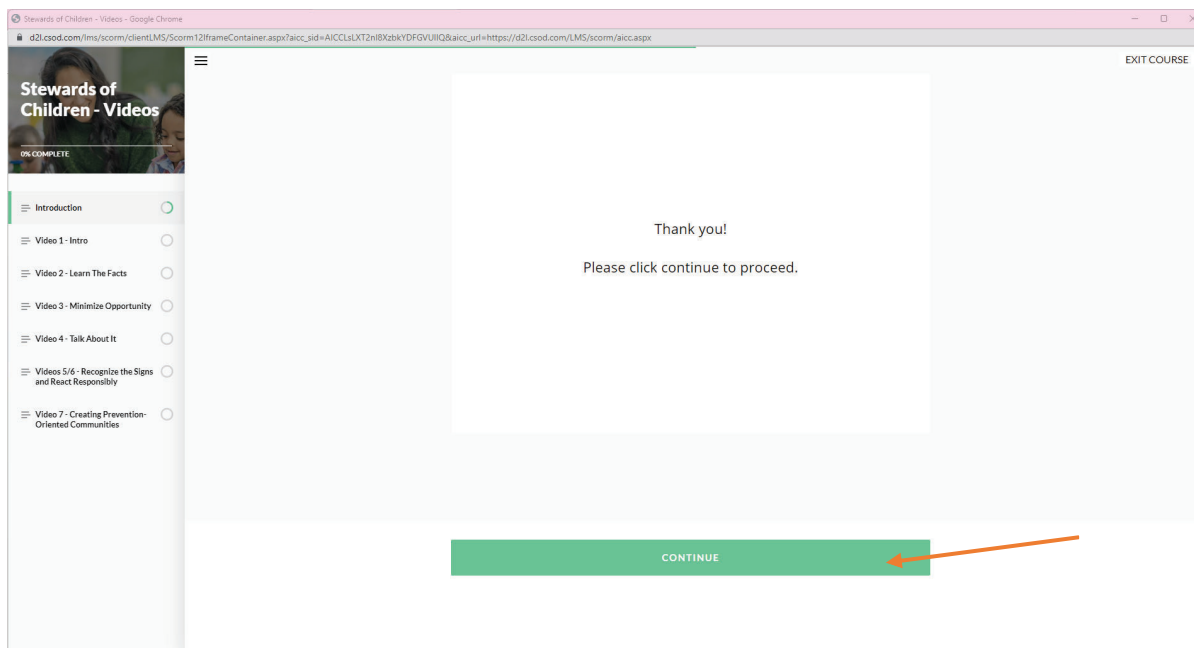
6. Input the code: **stewardsvideos** in the text box & Click **SUBMIT**



Access the NEW Stewards of Children Videos

7. Click **CONTINUE**

- You may have to scroll down to access the **CONTINUE** button



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After your NEW Stewards of Children Training Session

4. 24 hours after adding the event: Select the **Manage** option next to the training

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5. Select **Complete Event Report**.

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[Back to View & Manage Trainings](#)

Virtual Stewards of Children Monday, May 25th 2020

UPDATE TRAINING INFORMATION

MANAGE REGISTRATIONS

CANCEL TRAINING

COMPLETE EVENT REPORT

Training:

Training Description:

Public or Private:



NEW Stewards of Children® After-Training Email Template:



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Thank you for your commitment to protecting children.

Sincerely,



Documents

- [New Stewards of Children Certificate](#)
- [Digital Facilitator Guide & Script](#)
- [NEW Stewards of Children Virtual Training Registration Link](#)
- [Blank Sign-In Sheet](#)
- [Community Resource Guide Template](#)
- [Facilitator Brand Guide](#)
- [Evaluation \(QR Code & Fillable PDF\)](#)
 - Link: <https://forms.office.com/pages/responsepage.aspx?id=Cer-qiYSk2E4TKkJn9R0zKkbUale6xHo-dtovi8C-tUQkxCWIU1RIIFRzZSRTdNTUFMSkFCRTZRNCQIQCN0PWcu>

Tips

- Test the videos out before the training

Any questions, please reach out to
FacilitatorSupport@d2l.org

