**Instructions for Setting Up & Hosting a Live Workshop Via Webinar**

*Please ensure that you are comfortable enough with whatever Webinar platform you are using that you can comfortably search for participants to mark them as present. For Webinar workshops, it is the site admin’s responsibility to take attendance silently during the videos by searching the participant list.*

1. Follow the regular guidelines to request a workshop via the Workshop Request Instructions.
   1. On the Workshop Confirmation Email, the webinar link provided will be included in the space typically used for the Room name.
2. The day before the workshop, send out the Webinar link via email to the participants.
   1. To get the participants’ emails, go to VIRTUS > Administration Tab > Live Training > Manage Registrations > Choose your workshop from the drop down menu. It will have the location “Live Webinar Workshop (Online)” > click Continue > at the bottom of the registrant page, click the image of an excel spreadsheet that says “Export sign-in sheet” > download and open the file > copy and paste the emails in Column E to the email you are sending with the Webinar Link. See the next page for an email template to send to participants.
3. The day of the workshop, send out the Webinar link via email to the participants one more time no more than 3 hours before the workshop, this will account for last minute sign-ups. Use the instructions and email template according to #2 above.
4. The day of the workshop, no more than 3 hours before the workshop, print the sign-in sheet.
   1. Go to VIRTUS > Administration Tab > Live Training > Manage Registrations > Choose your workshop from the drop down menu. It will have the location “Live Webinar Workshop (Online)” > click Continue > at the bottom of the registrant page, click the image of a sign-in sheet that says “Create Sign-in sheet” > print this page from your browser.
5. Begin the Webinar workshop approximately 15 minutes earlier than its regular start time.
6. Designate the Facilitator as a co-host / ensure they will be able to share their screen appropriately.
7. During the first and second videos, open the participants box on the webinar and go through your printed sign-in sheet, searching for each individual on the webinar as you go. If they are present, mark them as such on the sign-in sheet. If they are present during the first video but not the second, make a note. They will not receive credit for the workshop. If someone on the webinar does not have their correct name listed, please ask them via messages, or out loud, what their name is so they can receive credit. If they do not provide a name, we cannot guarantee they will receive credit.
8. After the workshop, give credit as usual using the “2025 Training Approval Instructions” & turn in the Checklist and Sign-In Sheets to the EIM Office.

**Webinar Email Template for # 2 & # 3**

**From:** *You (the site admin)*

**To:** *Facilitator(s) & Site Admin(s)*

**BCC:** *All registrants according to the instructions on #2) a.*

**Subject:** Webinar Link: EIM VIRTUS Workshop on \_\_\_\_\_\_\_\_\_\_\_\_\_*(date)*

Hello,

The workshop is three hours long and will be held via WEBINAR; please see the link below. You may not share this link with any other participants unless they are also properly registered.

Please login to the Zoom meeting a few minutes early; anyone arriving more than 5 minutes late will not be allowed to enter the session. Please ensure that you list your full name on Zoom as it is on VIRTUS. You must stay for the entire session to receive credit for the workshop. For your safety, and the safety of others, you may not be driving during this workshop.

Children are not allowed to be present for this workshop. If you are within hearing distance of children, please have earbuds or headphones on.

Both the in-person, webinar, and online training include frank discussions of sexual abuse. If you have experienced sexual abuse and have concerns about viewing this training, please contact the EIM Office at (512) 949-2447 or EIM@austindiocese.org to discuss alternative training.

Reply back to this email if you are unable to attend.

Optional: Prior to the workshop, print/download the Participant Workbook found in the Resources box on your Home page when you login to your EIM account at VIRTUS.org.

**COPY AND PASTE WEBINAR LINK HERE**

Thanks and blessings,

*Your Email Signature*