

Instructions for Setting Up & Hosting a Live Workshop Via Webinar

Please ensure you are comfortable with the Webinar platform you are using so you can easily search for participants and 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.
 - a. 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. Template email on the next page.
 - a. 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 as outlined in #2 above.
- 4) The day of the workshop, no more than 3 hours before the workshop, print the sign-in sheet.
 - a. 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 to 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 that 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 "Training Approval Instructions" & turn in the Checklist and Sign-In Sheets to the EIM Office.



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Webinar Email Template for # 2 & # 3 (Spanish Version Below)

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,

Please read all the following instructions for the Webinar EIM VIRTUS Workshop on _____(date):

The workshop is three hours long and will be held via [Zoom/Teams/other platform]. Registration for this workshop will close the day before to ensure the link is sent out correctly. You may not share this link with any other participants unless they are also properly registered.

Please log in to the [Zoom/Teams/other platform] meeting a few minutes early; anyone arriving more than 5 minutes late won't be allowed to enter the session. Please ensure that you list your full name on [Zoom/Teams/other platform] as it is on VIRTUS. You must stay for the entire session to receive credit for the workshop. Cameras must be on during the discussion portions of the workshop. Due to the serious nature of the training, we ask that individuals not take the training in bed or lying down anywhere.

For your safety and the safety of others, you are not permitted to drive during this workshop.

Children are not permitted to attend this workshop. If you are within hearing distance of children, please wear earbuds or headphones.

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

Contact the parish site administrator at _____ if you are unable to attend.

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

COPY AND PASTE WEBINAR INVITE LINK HERE

Thanks and blessings,

Your Email Signature



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From: You (the site admin)

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

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

Subject: Enlace al seminario web: Taller EIM VIRTUS el _____ (fecha)

Hola,

Por favor, lea todas las siguientes instrucciones para el Taller EIM VIRTUS por [Zoom/Teams/other platform] el _____ (fecha):

El taller tiene una duración de tres horas y se llevará a cabo en [Zoom/Teams/otra plataforma]. El registro para este taller cerrará el día anterior para asegurar que el enlace se envíe correctamente. No debe compartir este enlace con ningún otro participante a menos que también esté debidamente registrado.

Por favor, ingrese a la reunión de [Zoom/Teams/other platform] unos minutos antes; cualquier persona que llegue con más de 5 minutos de retraso no podrá entrar a la sesión. Asegúrese de que su nombre completo aparezca en [Zoom/Teams/other platform] tal como figura en VIRTUS. Debe permanecer durante toda la sesión para recibir el crédito del taller. Las cámaras deberán estar encendidas durante las partes de discusión del taller. Debido a la naturaleza seria de esta capacitación, pedimos que las personas no la tomen en la cama ni recostadas en ningún lugar.

Para su seguridad y la de los demás, no se permite manejar durante este taller.

Los niños no están permitidos en este taller. Si usted se encuentra dentro del alcance auditivo de niños, por favor, use audífonos o auriculares.

Tanto la capacitación presencial como la virtual incluyen conversaciones directas sobre el abuso sexual. Si usted ha sufrido abuso sexual y tiene preocupaciones sobre participar en esta capacitación, por favor comuníquese con la Oficina de EIM al (512) 949-2447 o a EIM@austindiocese.org para hablar sobre alternativas de capacitación.

Comuníquese con el administrador de sitio de la parroquia en _____ si no puede asistir.

Opcional: Antes del taller, imprima o descargue el Cuaderno del Participante, disponible en el recuadro de Recursos de su Página de Inicio al ingresar a su cuenta de EIM en VIRTUS.org.

COPIE Y PEGUE AQUÍ EL ENLACE DE LA INVITACIÓN AL WEBINAR

Gracias y bendiciones,
Su firma de correo electrónico