1. Safe Ministry Online Training Payment Instructions

To pre-pay for for **Safe Ministry Online Training:**

1. Type the following web address into your browser (or click on it).

https://safercommunities.net.au/anglican-diocese-of-bendigo-online-training/

2. Select your Parish Name from the drop down menu.

3. Click **View Cart** to confirm your purchase.

 - If you are enrolling for yourself, please choose 1 participant.

 - If you are a Parish enrolling and paying for all your church workers, type the number of workers who need to complete each course

4. Click **PROCEED TO CHECKOUT**.

 - Fill in the BILLING DETAILS.

 - If you are enrolling for yourself, please use your email address.

 - If you are a Parish registering, add the name and contact details of your Parish Safe Ministry Coordinator.

 - Fill in the PAYMENT OPTIONS.

 *- **Credit card** payment provides immediate access to the courses - the system will send you an email (check your spam folder if you do not receive it within a few minutes).*

 *- **Direct bank transfer** is not an automated process and you will need to allow up to 3 business days once you transfer the funds to receive your registration confirmation email from us.*
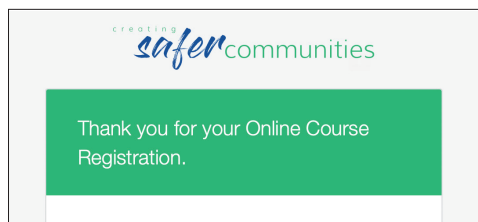

6. Click **COMPLETE PAYMENT**

7. Receive a **Registration Confirmation** email

 - If you have paid via credit card, you will receive an email with the hyperlink to your course.

 If it does not arrive within the hour look in your spam email if it is not there email etraining@safercommunities.net.au and we will contact you within the next 2 working days.

 - If you are paying by direct bank transfer, the email will arrive once we have confirmed payment.

If you are a Parish paying for your workers (paid or volunteer), you will need to forward the registration confirmation email to them, along with a copy of the "signing up" instruction page.