

1. Safer Churches Online Training Payment process

Payment and Signing up are 2 separate processes. This sheet is for the payment (as an individual or for a church) and everyone will need the other sheet of instructions to access the course.

1. Click on, copy or type the following web address into your browser.

<https://safercommunities.net.au/australian-christian-churches-online-training/>

2. Select from the available courses

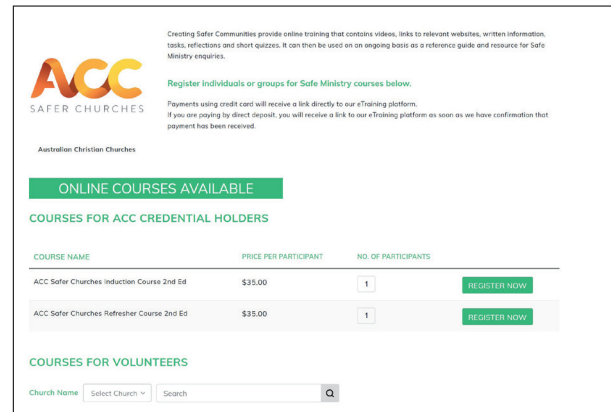
a. Pastors (Credential Holder) Courses

Select number of pastors you are paying for at this time.

b. Volunteer Courses

Select your Church from the drop down menu.

NB: Your Church has been emailed a form to fill in to add your church to the list. Please check with your Church admin if your church doesn't appear in the drop down menu.



3. Choose **number of registrations** required.

4. **VIEW CART** to check your purchase.

5. Click **PROCEED TO CHECKOUT**.

BILLING DETAILS.

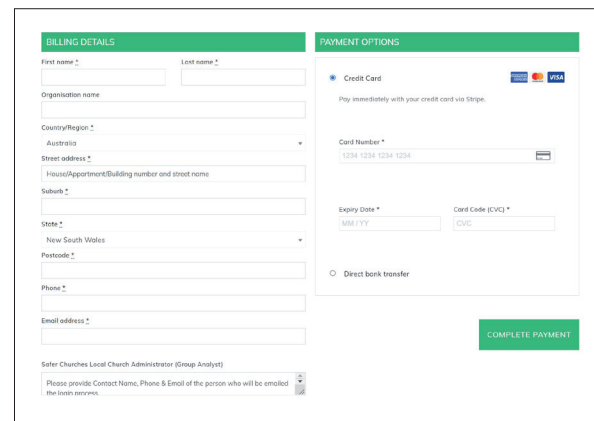
- If you are enrolling for yourself, please use your email address.

- If you are a Church registering, add the name and contact details of your Safer Churches Coordinator/s.

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 this 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 access email.



6. Click **COMPLETE PAYMENT**

7. **Registration confirmation email**

- If you have paid via credit card, you will receive an email with the hyperlink to your course/s automatically (check spam folder!).

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

Use the following page for SIGN IN.

Churches who have paid for their workers will need to provide the page 'Sign up instructions' to their workers along with the confirmation email that has the link.

