RiskManager.net
Your Online Policy and Training Solution

How to Add Your Own Training to RiskManager.net

To add a training to RiskManager.net, you need to send the training and descriptive information to Eva Adams at eva@RiskManager.net. This sheet describes the steps you need to take to ensure your training appears the way you want it to on your organization's site. If you have any questions, please send an email to Eva, or call her at (800) 649-1343, extension 84.

Step 1: Prepare your file or files.

Trainings can come in many forms. You may have a PowerPoint presentation, an audio file with notes, a flash presentation, or some other format. These files can get very large! If your training consists of several files (such as those produced by Adobe Captivate or Articulate Presenter), please zip the files into one "master file", which you can then send to us. Many training programs give you an option to zip multiple training files.

Step 2: Send your files.

If your file is small (less than 3 MB) you can attach it to an email. Please do not send files larger than 3 MB by email! To send these files, please use a file transfer service at either www.yousendit.com or www.senduit.com. Both work quite well and are free.

Step 3: Send the descriptive information.

No matter how you send the file, please send an email to eva@RiskManager.net with the information you want to go with the training. The next page contains a template for providing this information. If you are providing training for more than your own organization, please also complete the third page.

Step 4: Use your training

You will receive an email when the training has been made available to your organization, usually within two business days. It will then appear in the list of all trainings, which is visible only to the Organization Manager. The Organization Manager can then assign the training to the appropriate roles. This makes it available to those who need it, and allows the Organization Manager to track completion.

For all organizations:

Please provide the following information about your training.

Title:	
Sector (choose all that apply):	___ Churches ___ Nonprofits ___ Religious Nonprofits
Category (choose one):	___ Governance ___ Employment ___ Financial ___ Safety and Risk Management ___ Other ___ Ministry (Churches only) ___ Youth Ministry (Churches only) ___ Ministry Protection (Churches only)
Presenter (name of person):	
Length (in minutes):	
Who should take this training? (What types of roles? For example, Directors, Executive Staff, Staff, Youth Ministry Staff, Volunteers, etc. This is a guide for the Organization Manager only.)	
Overview: (A brief description of the training, usually including goals and a summary of major content points.)	

When providing training to more than your own organization:

If you are a channel partner, we assume that any training you provide should be available to all your client organizations at no cost. If this is not the case, please describe any deviations to this policy below. For questions, or to discuss this part of the template, please contact Eva at eva@RiskManager.net or (800) 649-1343, extension 84.