



**Make your report at [virtus.org](https://virtus.org)**

## Designated Educators

Each location must have an individual designated as an "Educator." This does not have to be the same person who facilitates the lessons. The Educator is responsible for recording information from all lessons at their location online at [virtus.org](https://virtus.org). If your location does not have a designated Educator, please contact the Center for Catholic Life at 406.442.5820.

The goal is to teach every young person this information. Parental disclosure is critical. Parents who choose to teach their own children should tell you that by turning in an "opt out" form, which can be found online at [diocesehelena.org](https://diocesehelena.org). When you make your report, the total number of youth registered at your location should equal the total number of youth you trained plus the total number of opt-out forms you receive from parents:

Total Registered Youth = Total Youth Trained + Total Opt-Outs

## Recording Instructions:

Sign in to [virtus.org](https://virtus.org), open "Educators" tab, and select "Record Training" on left sidebar.

Data Point	Report:
Program Name	Enter "Empowering God's Children"
Where Training Occurred	Enter your location name
School Type	Choose "Youth Ministry," "Religious Ed." or "Catholic School"
When Training was Conducted	Enter date of lesson
Who Conducted the Training	Enter instructor's name
Age/Grade of Children	Enter grade of students
Lesson Number	Enter lesson number
Number of Students Trained	Enter total number in attendance
Number of Students Opting Out	Enter number of opt-out forms you received
Number of Students Absent	Enter number of students absent
Comments Section	Include: "An email with the lesson was sent to all families of students."

## Questions?

LESSONS & REPORTING:  
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EDUCATOR TAB & TRAININGS (VIRTUS)  
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