

This guide will walk **Clergy, Lay Supply, and Certified Lay Ministers** through the entire Safe Gatherings process, from registration to final certification. Please read carefully and follow each step in order.

If you have any questions or need assistance, please contact Alison Huskey at alison.huskey@arumc.org or 501-324-8000.

Before You Begin

Have the following information ready:

- **Applicant's Social Security Number**
- **Applicant's Driver's License Number**
- **Previous residential addresses** (if the applicant has not lived at their current address for at least five years)
- **Birth dates of all children** (including children who are no longer minors)
→ Having this information ready will help ensure the application can be completed without delay.

Step 1 – Access Safe Gatherings

1. Go to www.safegatherings.com
2. In the top right corner, click the red box labeled “**New User.**”
→ **Note for Existing Users (Renewals):**
If you already have a **Safe Gatherings account** using your email address, **log in** instead of creating a new account and follow the **renewal instructions** on your dashboard if applicable (you may renew up to **45 days before expiration**).

Step 2 – Register Page 1

3. Click the red box labeled “**Sign Up.**”
4. Complete the following selections:
 - **Language Preference:** Choose *English* or *Español*
 - **Type of Organization:** Select *Church* or *Faith-Based Organization*
 - **Denomination:** Select *Methodist*
 - **Country for Your Organization:** Select *United States*
 - **State/Province:** Select *Arkansas*
5. **Organization Selection (Important)**
→ Type “**Clergy**” and select “**Clergy, Little Rock**”

⚠ **All clergy-related applicants must select this option regardless of location**

→ This applies to:

- Clergy
- Lay Supply
- Certified Lay Ministers

⚠ If you are a **lay person** who is **NOT Lay Supply or Certified Lay Minister**, please use the [Laitly New User Step-by-Step Instructions](#)

Step 3 – Register Page 2

1. Fill in the required fields to create your Safe Gatherings account.

⚠ Be sure to **save your username and password in a secure location (such as a password manager or written in a safe place)**, as you will need this information to log back in and complete or access your account in the future.

Step 4 – Registration Page 1

1. Fill in the required fields with your name and basic information.

Applicant Type Selection

- **Clergy:** Select “Clergy”
- **Lay Supply or Certified Lay Minister:** Select “Lay Supply/CLM”
- **Lay persons (not Lay Supply or Certified Lay Ministers):** Please use the [Laitly New User Step-by-Step Instructions](#)

⚠ **Important:** Do **NOT** select “Candidate for Ministry” unless you have received specific instructions from the Board of Ordained Ministry.

2. After selecting your Applicant Type, fill in your **Driver’s License information** as requested.
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Step 5 – Registration Page 2 (Address & Phone)

1. Fill in the required fields with your **address** and **phone numbers**.
 - Ensure that the information you provide is current and accurate, as it will be used for verification and correspondence.
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Step 6 – Registration Page 3 (Personal Information)

1. Fill in the required fields with your **personal information**.
 - **Primary Area of Service:** Enter the city or area of Arkansas where you are currently serving in ministry.
 - **Number of Years as Clergy:** Enter the number of years you have been in ministry (a general estimate is acceptable).
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Step 7 – Registration Page 4 (Yes/No Questions)

1. Answer all the **Yes/No questions** listed on this page.
 - Be sure to respond accurately, as this information is required for the Safe Gatherings review process.
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Step 8 – Registration Pages 5 & 6 (Consent & Authorization)

1. Complete all **consent and authorization forms** as requested.
 - Carefully read each statement before signing or agreeing, as these consents are required for background checks and participation in Safe Gatherings.
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Step 9 – Child Maltreatment Request Form

1. Click the blue link: “Arkansas DHS Child Maltreatment Request Form - v2.” *(This will open a new webpage.)*
2. Reason for Registry Check: Select “**None of the above applies, but you would like a registry check.**”

⚠ Important: Applicants **must select this option**, even if another reason might seem to apply to them. If another option is selected, Safe Gatherings will **not be able to process the form**, and it may delay your certification.

3. General Requester Information:
 - **Organization Requesting the Report:** Type **ARUMC**
 - **Representative Name:**
 - First Name: **Safe**
 - Last Name: **Gatherings**
 - **Mailing Address:**
800 Daisy Bates Drive
Little Rock, AR 72202
 - **Phone Number:** 501-324-8000
 - **Email:** contact@safegatherings.com

4. Applicant Information
→ Fill in all required fields with your **personal information**.

⚠ Important:

- After entering your email address on the form, you will see a **second email field to the right**. If you enter **contact@safegatherings.com** in that field, Safe Gatherings will automatically receive a copy of your completed and signed form.
- This means **you will not need to download or upload the form to your Safe Gatherings account**, which can save you an extra step.

⚠ Important Notes About Children:

- List **all children** who lived in your home while they were minors, even if they are now adults. Use the first and last names they had when living in your home.
 - Also, list **all biological children**, even if they did not live in your home as minors.
 - **Social Security Numbers for children are not required**—leave those boxes blank.
5. At the end of the form, click the box labeled: “Click here to have form sent to your email.”
 6. Check the email you provided in the Applicant Information section. You should receive a message from the DHS Application Support Team within a few minutes.
 7. Open the email and click on the blue box labeled “Review and Sign.” The completed form will open in a new window for review and signing.

Step 10 – Sign, Submit, and Upload the DHS Form

1. Sign the Form

- Click the box labeled “**Start**” at the top of the page. It will automatically scroll to the bottom.
- Click “**Click to Sign**” and then finish by clicking “**Next**.”
- The box will close, and your signature along with the date will appear at the bottom of the form.

2. Submit the Form

- Click the box at the top labeled “**Submit document**.”
- When the white confirmation box appears, click “**Submit document**” again.

⚠ Important Note: If you entered **contact@safegatherings.com** in the second email field on the Child Maltreatment Request Form, you **do not need to complete Steps 3 and 4** in the “Upload the Form to Safe Gatherings” section. Safe Gatherings will automatically receive your completed and signed form, so you do not need to upload it yourself.

3. Check Your Email

- You will receive a second email from the **DHS Application Support Team** with your completed and electronically signed form.
- Download this document to your computer.

4. Upload the Form to Safe Gatherings

- Log back into your Safe Gatherings account using your saved username and password.
- In the gray **Status** box, click “**Upload**” next to “**Child Maltreatment Central Registry Form**.”
- Select the downloaded, signed form from your computer to upload.

⚠ Important Note: You can only upload **one document** containing **all three (3) pages**. Do not attempt to upload multiple documents.

Step 11 – Safe Gatherings Training Course

1. In your Safe Gatherings account, click “**Not Completed**” in the gray **Status** box to begin the online training course.
 - The training takes approximately **2 hours** to complete.
 - You may **stop and restart** the training at any time; it will resume where you left off.

Step 12 – Certification

- After completing all forms and training, Safe Gatherings will process your information.
- You will receive an **email confirming your Safe Gatherings Certification once it is approved** (7–14 days).
- You can log in to your account anytime to check the status of your steps.

⚠ Important Note: You must complete all required forms and training within **30 days of starting the application**. If not completed within this timeframe, you will need to start the process over.

- Certification is valid for **3 years**, and you will receive an **automatic renewal reminder email** 45 days and 21 days before your expiration date.