



Yokefellow Prison Ministry Instructions to Access Online Volunteer Training

Go to <https://hope.convenecommunities.com/> - this will take you to the HOPE & SUPPORT COMMUNITY within the CONVENE COMMUNITIES platform.

If you are a first time user, click "JOIN NOW" and then follow the instructions to create a FREE PROFILE on the CONVENE COMMUNITIES platform. You will need to go to your email to verify the email address you enter and then return to the CONVENE COMMUNITIES page to login with the profile you created.

Once you are logged in you will be on the HOPE & SUPPORT dashboard

Click on **"PUBLIC GROUPS"** at the top of the page

Scroll down and find **YOKEFELLOW PRISON MINISTRY** and click on that rectangle

At the top of the page click on **JOIN GROUPS**

For Volunteer Manuals click on **DOCUMENTS** to access The Volunteer Applications and Training Manuals. Click the arrow at the top right of your screen to download the documents directly to your device.

Scroll to the middle of the page to find the Training Modules (also called Experiences). You can also click on **EXPERIENCES (8)** at the top of the page to locate the modules from there.

Click on each module to progress through the training. Click on **LAUNCH EXPERIENCE** to start the module. Each module opens in a new window so leave the group homepage open and return there to move from each module to the next. We recommend completing the modules in numerical order.

Watch the video (click the red arrow) that is part of each module and then click **CONTINUE** to proceed to the test. **CLICK BEGIN TEST** when you are ready to complete the test.

You must score a 70% or better to pass.

**ONCE THE TEST HAS BEEN STARTED YOU CANNOT LEAVE THE TEST SCREEN.
IF YOU RETURN TO THE DASHBOARD OR THE CLICK BACK ON YOUR BROWSER YOU WILL NOT BE ABLE
TO COMPLETE THE TEST AND THE ANSWERS WILL BE INCORRECT.**

Read each question and click on the answer for each question. When you are finished click **SUBMIT TEST**

Repeat these steps for each module until you complete all the modules.