

### Protecting Minors Training – Group Training Powerpoint

Understanding that there is a need for group completion of the Protecting Minors Training, a Powerpoint has been uploaded to the Employee Resources page on the State 4-H Website. The file can be downloaded and saved or launched directly from the website. The Protecting Minors Training is valid for the 4-H year, and the training will take approximately 20 minutes to complete.

**The training is designed for PC computers with working version of Microsoft Powerpoint 10.**

#### Things to do before you give the training:

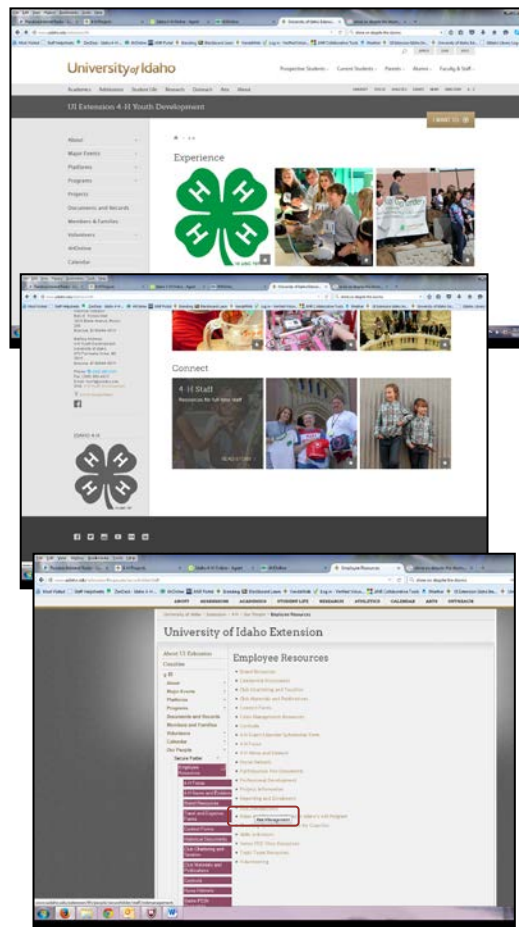
1. You will need to download and save (directly to the PC you are using or flashdrive) the Protecting Minors Training Powerpoint from the website. The file size is 81.3MB in size – very large file
2. Computer/laptop and speakers
3. Check-in sheet to record names of all participants
4. Do a test run to ensure that the Powerpoint runs and that audio works.

#### Things to do after the training:

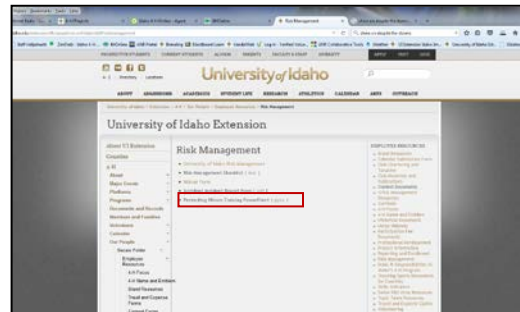
1. Record training completion date in participant’s 4-H Online profile in manager field section

#### To download the Protecting Minors Training:

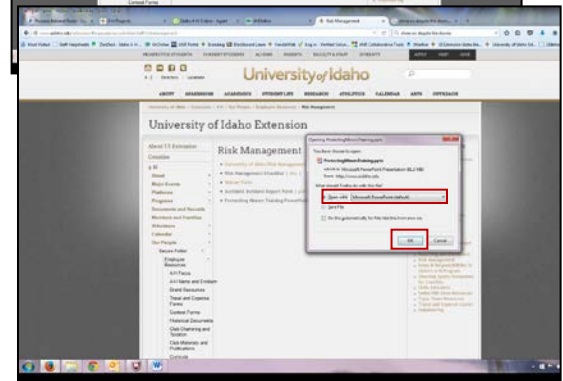
- Go to [www.uidaho.edu/extension/4h](http://www.uidaho.edu/extension/4h) The website has been updated and looks different
- Scroll down to the third row of photos entitled ‘Connect’, click on the image on the left – when you hover on the square it should say 4-H Staff
- This takes you to the Employee Resources page. The password for this page is Idaho4-H (no space between Idaho and 4-H)
- Scroll down the list, and click on the link that says ‘Risk Management’



- From the Risk Management page, on the last bullet click on the gold 'PPTX' text



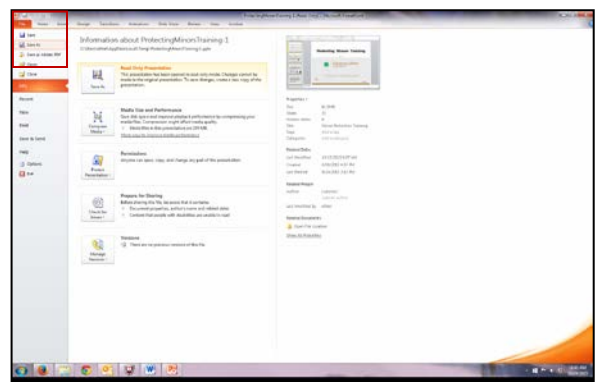
- A pop-up will appear, click the 'Open With' radio button and click 'OK' and file will start downloading
- Once download is complete Powerpoint will automatically open



- To the top of the Powerpoint window, Click, 'Enable Editing'



- Then click 'File', then click 'Save As' – save the file to a location you will remember OR save the file to a flash drive.





## Protecting Minors - Group Training - 4-H Online HelpSheet

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### Using the Protecting Minors Training Powerpoint:

- Open Powerpoint
- On the 'Slideshow' tab, click 'From Beginning'. There is a slight delay before the audio will start to play. You may need to adjust the volume.
- You will need to click the down arrow on the keyboard to advance the slides.

*Be sure to record all participants' names on the sign in sheet and record the training date on their 4-H Online profiles.*

If you have questions or need further information do not hesitate to contact Erika Thiel at [ethiel@uidaho.edu](mailto:ethiel@uidaho.edu)