

STEP BY STEP INSTRUCTIONS FOR ONLINE ALCOHOL AWARENESS TRAINING 2010

Go to the website <http://levy.restaurant.org/>

Enter Password: **LEVY**

A message box that says Levy Restaurants-should appear, asking you to confirm if this is correct, click on **“Yes”**

In the **Personal Information** section, put your first name and last name.

Fill out the rest of the personal information. **Date of Employment** will be the current month and year. **Job Title** is Non Profit. **Non-Profit Group Name** is Wheeler Band Boosters and **Location Code** is GA-Georgia Dome

After you answer the question regarding any alcohol related felonies, scroll to the bottom of the page (skipping the employment history) and click on **“Begin”**

Apply your knowledge: Answer the first question (intoxicated) and click **Next**.

The first few sections have some reading and then **Apply your Knowledge** questions. Read each section and answer the questions and continue through each section by clicking **Next**.

After the reading sections, you will get to the final quiz. Answer all questions and then click **“REVIEW ANSWERS”**. If any answers are wrong, you will be prompted to review them and change your answer until you get them all right. When all answers are correct, click on **submit answers**.

If all answers are correct, you will see the Policy Acknowledgement. Read through this and click **“I Agree”**

You should receive a message that TEST IS COMPLETED and at the bottom it says “If you would like a copy of your results emailed to your supervisor, please enter your supervisor’s email address here”

Type in secretary@wheelerband.org and click “send” *****It is very important that this is done so a copy of your test will be sent to the secretary to keep on file.*****

You have now completed the training and your confirmation will be sent to us by Levy Restaurants.