

STEP BY STEP INSTRUCTIONS FOR ONLINE ALCOHOL AWARENESS TRAINING

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 in the last name field put your last name/Wheeler (i.e. Smith/Wheeler)

Fill out the rest of the personal information. **Date of Employment** will be current month and year. **Job Title** is Non Profit and **Job Location** 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”**

Read each section in its entirety and continue reading through each page

Once you get to the 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 shows that confirming completion of the test and at the bottom in the field that 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 **“submit”**

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