



Living Stream Ministry

Registration Section
PO Box 2121
Anaheim, CA 92814

(Phone) 714-236-8456
(Fax) 714-236-6005
(Email) register@lsm.org

Video Training Information **Semiannual Training, July 2021**

Dear Training Coordinators,

Due to the likelihood that various government mandates regulating and restricting public gatherings because of COVID-19 will be extended, Living Stream Ministry has decided that the July 2021 Semiannual Training will not be held corporately as a live training in Anaheim, CA. Instead, the churches will be able to participate in the July 2021 Semiannual Training by video training only.

Registration for the video training will be available online as usual at www.lsmregistration.com. We recommend that all training messages be viewed by the saints in their homes, unless government restrictions in your area clearly allow you to gather together in groups. The training coordinators will receive administrative training login credentials and will be responsible to show the messages to the registered saints via video conferencing platform or to create webcast logins for the registered saints in their locality so that they can log in to watch the messages.

Please carefully read the instructions below regarding how to access and view the training messages, how to access the training outline, and how to carry out the study group sessions and testing for your video training.

May we all exercise to maintain a high training atmosphere in our localities for the receiving of the Lord's up-to-date word. Pray for the speaking brothers that the burden of this semiannual training may be fully released.

In Christ,

Living Stream Ministry
Registration Section

I. General Information:

- A. The semiannual training messages are recorded and made available to churches that apply for a video training.
- B. Localities must have at least four trainees to hold a video training.
- C. Abide by the rules and regulations of the training (see page 9 enclosed).
- D. The video training messages will be available by webcast only. DVDs will not be provided for this video training.
- E. Training coordinators will be responsible for creating login credentials for the registered trainees in their locality, and should be available to help with any technical issues. If necessary, this responsibility can be shared with some who have more computer experience.

II. Registration due date:

- A. **Due Date:** The video training registration due date is **June 21, 2021**. All items required for initial registration must be turned in to the LSM Registration Section on or before the June 21 due date. **Churches that do not submit the initial video training registration information by the June 21 due date will not be allowed to hold a video training.** Initial registration information includes:
 1. Name of the video training coordinator.
 2. Email address of the video training coordinator.
 3. Video training start date.
 4. Video training end date.
 5. Number of video training registrants.
- B. **Changes after the due date:** Churches that submit their initial video training information by the June 21 due date are allowed to make the following changes after the due date:
 1. Change the name and contact information of the video training coordinator.
 2. Change the start and/or end dates of the video training.
 3. Add late registrants to their video training until two weeks before the designated video training start date for the locality with no additional charge. Any registration received after that time will incur a late charge of \$25.00 USD in addition to the required video training donation for each trainee.
 4. Registration changes can be made online at www.lsmregistration.com or by email to the LSM Registration Section at register@lsm.org.

III. Registration Information:

- A. **Online Registration:** Living Stream Ministry offers online registration for video trainings at www.lsmregistration.com.
 1. Complete online registration by June 21.
 2. Submit video training donations, \$125.00 USD per trainee, by June 21. Video training donations are non-refundable.
- B. **Registration by email or mail:**
 1. Completed registration forms can be sent to the LSM Registration Section by email at register@lsm.org. All registration forms should be emailed in enough time to be received by the LSM Registration Section by June 21. Registration forms received by email after June 21 will not be accepted.
 2. Completed registration forms can be returned by mail. Please mail forms in enough time to be received by the LSM Registration Section by June 21. Registration forms received by mail after June 21 will not be accepted.

3. Send video training donations, \$125.00 USD per trainee, by June 21. Video training donations are non-refundable.

IV. Webcast:

- A. **Accounts:** When registering for the video training, please be sure to provide the full name and correct email address of the video training coordinator as well as the number of video training registrants from your locality. A video training administrative login will be emailed to the training coordinators on June 22. The administrative webcast account will be active at the time it is received.
- B. **Languages:** Archive files will be provided with a choice of one the following languages audio tracks: 1) English, Chinese, Spanish, Korean, Japanese, Portuguese, Russian, French, English/Chinese, English/Spanish, English/Korean, English/Japanese, English/Portuguese, English/Russian, or English/French. Some additional languages may also be included.
- C. **Availability:** The archived messages will be available beginning Monday, July 5, at 12:00AM (00:00) in your local time zone. Access to the training messages will be deactivated after the end date provided to LSM for your video training at the time of registration.
- D. **Devices:** In order to view the webcast messages, your device must meet the following minimum requirements:
 - Windows:**
 - OS Versions: 7, 8, or 10
 - Browsers: Chrome, Firefox, Edge
 - Macs:**
 - OS Versions: 10.12 or later
 - Browsers: Safari, Chrome, Firefox, Edge
 - iPhones & iPads:**
 - OS Versions: 11.2.1 or later
 - Browsers: Safari, Chrome, Firefox, Edge
 - Android**
 - OS Versions: 5.0 or later
 - Browsers: Chrome, Edge
- E. **Licenses:** All training messages employ *Digital Rights Management* (DRM). Each login will have a limited number of licenses with which to watch the messages. If the saints share their credentials, they will run out of licenses and be unable to watch the messages.
- F. **Study Questions:** Study questions will be available online for each message with the exception of the last two messages.

V. Name tags and training materials:

- A. **Name tags:** Name tags will not be provided or required for this video training.
- B. **Outlines:** Hard copies of the training outline will not be available for purchase. The PDFs of the training outline publication in all languages will be available to the registered trainees when they log in to view the messages at training.lsmwebcast.com. Trainees may print a copy of the semiannual training outline for their personal participation in the training, but should not print or distribute additional copies without written permission from Living Stream Ministry.
- C. **Control Sheets:** The Video Training Control Sheets (pages 7-8 enclosed) should be helpful in your preparation for the video training and in keeping track of which login has been issued to each registered trainee. Training coordinators can view the number of times a login is used in order to track attendance for the video training messages. (The Control Sheets are for church use only; please do not return to Living Stream Ministry.)

D. Video Training Questionnaire: Please send the completed Video Training Questionnaire to the LSM Registration Section within two weeks of completing your video training.

VI. Viewing the training messages:

A. According to a schedule:

1. Although the video training messages for the July 2021 Semiannual Training are available for the saints to watch individually in their homes, or corporately via Zoom or other similar platform, the video training should still be conducted by the responsible ones in the churches according to a designated schedule.
2. The responsible ones in each locality should fellowship and schedule specific dates and times that the video training messages should be watched just as they have for past video trainings.
3. Registered trainees should not be given permission to make up messages they missed or to watch the messages multiple times. This applies to full-time and part-time registrants.

B. Corporately via Zoom or similar platform:

1. **Each locality has the option to carry out the video training corporately via Zoom or similar conferencing platform. This option is strongly recommended and preferred, because it is the closest thing to meeting together physically and will greatly uplift the standard of the video training.**
2. A corporate video training should be conducted as Zoom sessions by language for each meeting in which you gather the saints to sing and pray, conduct the test, watch the message together, and prophesy.
3. LSM will provide the training coordinators a training webcast account from which they can access the video training messages to stream during the Zoom sessions. With this account the training coordinators will also be able to access the study questions and PDFs of the training outlines in all languages. PDF copies of the outlines can be emailed to the saints that are registered for the video training. These should not be distributed to saints who are not registered for the video training without written permission from Living Stream Ministry.
4. The saint administrating the Zoom sessions can stream the message from the training webcast site through their computer, using the share screen function, to the rest of the registered saints in the Zoom session.
5. All audio languages will be available via a drop down menu through the administrative webcast account, and if the registered trainees need to meet together according to language groups, additional webcast accounts can be created by the training coordinator to meet this need.
6. The training coordinators will need to exercise much care that the Zoom meeting ID is not used by saints who are not registered for the video training.

C. Individually, according to a designated schedule:

1. The localities also have the option to provide each registered saint with individual login credentials so that they may watch the training messages individually on the training webcast site according to the specific dates and times established by the leading ones in the locality. Saints should not be allowed to watch the messages according to their own schedule.
2. The video training coordinator will receive an administrative account from LSM that will allow them to create individual logins and send them to each saint that is registered. Training coordinators will only be able to create logins for the total number of saints registered. For example, if a locality registers 10 saints, the training coordinator will only

be able to create 10 webcast accounts. Webcast accounts for the registered trainees will be active at the time they are created.

3. The video training coordinators will need to inform the saints not to share their login credentials. Each saint will have a limited number of licenses with which to watch the messages. If they share their credentials, they will run out of licenses and be unable to watch the messages.
4. PDFs of the training outlines and study questions in all languages will be available on the training webcast site for the saints to view and print. These should not be distributed to saints who are not registered for the video training without written permission from Living Stream Ministry.

VII. Attendance:

- A. Since this is a training, those who register should be accountable to watch the messages according to the specific dates and times designated by the responsible ones in the locality.
- B. One set of administrative login credentials will be set up specifically for the training coordinator. These credentials allow the coordinator to monitor the dates and times the messages are watched, for the purpose of taking attendance.
- C. If the saints in your locality are viewing the messages individually, the training coordinator should use the administrator account to record the dates and times the saints watched the messages. Saints who do not watch a training message at the appointed time should be counted absent for that message.
- D. If you are conducting your training via Zoom or similar platform, you are responsible to take attendance using the Zoom “Participants” window or by following up with the saints individually. If individually registered localities arrange to view the video training messages together, the training coordinator for each locality is responsible to take attendance for the saints in their locality.
- E. Attendance should be recorded as accurately as possible on the Video Questionnaire and submitted to the LSM Registration Section within two weeks of completing your video training.

VIII. Study Sessions and Testing:

- A. Group study sessions and testing will be a mandatory requirement for those participating in the video training.
- B. Groups are to be assigned by the local elders/leading ones. Groups of 8-10 are optimal.
- C. Group study sessions should be conducted online by video conferencing software (such as Skype or Zoom).
- D. There should be a testing of Messages 1-10. All registered saints, whether participating full-time or part-time should participate in the tests.
- E. Testing should be carried out corporately, even if the saints are watching the messages individually in their homes. The leading brothers should oversee the tests.
- F. Testing can also be done online by video conferencing software.
- G. The testing is an important part of the video training. Therefore it is important for the trainees to participate in a study time. Those taking the lead need to carry out the testing in a way that encourages the trainees both to study and to prepare to be tested on every message they attend. Those who are unable to join the study sessions arranged by the responsible brothers in the locality may still register for the training as either full or part-time status, and the responsible ones should encourage them to study for at least an hour, if possible, and preferably with others when they can.



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Video Training Registration—Semiannual Training, July 2021 (Due June 21)

Please make any address corrections directly on the label above.

Training Registration Coordinator: (please print) _____
(Name)

(Home Phone) (Cell Phone) (Work Phone) (Email address)

Number of registered seats..... _____

Video training dates: Start Date: _____ End Date: _____

REMARKS: _____

Reminder to return to *Living Stream Ministry* by June 21:

_____ Video Training Registration Form

_____ Donations (\$125.00 USD per trainee)

For office use only:

Ck # _____	Ck Date _____	Ck Amt _____	\$ Applied _____
Ck # _____	Ck Date _____	Ck Amt _____	\$ Applied _____
Ck # _____	Ck Date _____	Ck Amt _____	\$ Applied _____

Video Training Control Sheet

Locality _____ Training Dates _____ Prepared By _____

	Name <i>Last, First</i>	B/S	Age	Language <i>C/S/K/P/F/R/Other</i>	Seat Status <i>Full-Time, Part-Time</i>	Donation Received <i>Y/N</i>	Meetings Attended <i>(Record Message Number)</i>	Login Number
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								

(For church use only. Do not return to *Living Stream Ministry*.)

Video Training Control Sheet

Locality _____ Training Dates _____ Prepared By _____

	Name <i>Last, First</i>	B/S	Age	Language <i>C/S/K/P/R/F/Other</i>	Seat Status <i>Full-Time, Part-Time</i>	Donation Received <i>Y/N</i>	Meetings Attended (Record Message Number)	Login Number
21.								
22.								
23.								
24.								
25.								
26.								
27.								
28.								
29.								
30.								
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39.								
40.								

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Video Training Regulations

I. Registrants must be at least 17 years old. Any registrant under the age of 17 must provide an elder's recommendation to the local training coordinator.

II. The donation:

- A. The video training donation is \$125.00 USD for full-time or part-time registration.
- B. Those participating in the video training full-time or part-time within the same residence should submit video training donations for each participant.

III. Video Training Participation:

- A. Trainees may register for the video training full-time or part-time.
- B. Trainees must attend all sessions for which they are registered.
- C. Those attending part-time should sign up in advance for the sessions they will attend; they may attend other sessions also when they are free.
- D. "Shared seating" is not an option for this video training. Couples or saints living together may watch the messages together at home, but they should still register individually. For example, two saints watching together at home, whether participating full or part-time, would still be considered two registrants and require two video training donations. These saints can watch the messages on their own devices, and if they watch together on one device using only one of the assigned logins, they will need to notify the training coordinator that they have watched the message at the time designated by those overseeing the video training, so that they are not counted absent.
- E. Sharing login credentials is not allowed.

IV. Conducting the video training sessions:

- A. Video training login credentials should only be provided to those who are registered.
- B. Trainees must watch the training messages according to the schedule arranged by the responsible brothers in their locality, and not on their own time. Those who do not watch a message according to the arranged schedule will be counted absent for that message.
- C. No unexcused absences; no more than two excused absences.
- D. Testing and sharing on each message. No more than three failures in testing.

V. Training Materials:

- A. Training outlines are mandatory for each trainee and will be provided in PDF format on the training.lsmwebcast.com site.
- B. All materials from this training, in both print and electronic formats, including outlines, audio materials, and video materials, must be obtained directly from Living Stream Ministry.
- C. We would ask the saints not to create copies of the training materials in any format without permission from Living Stream Ministry, or to accept copies that have been produced illegally. This applies to illegal copies for so-called "personal use."



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Video Training Questionnaire—July 2021 Semiannual Training

Church in _____

The following report must be completed for all localities where a video training was held. If you joined another locality that registered separately for the video training, please complete the accounting questions and attendance for your locality only. If other localities registered through your locality, please include them in your responses. Please return this questionnaire within two weeks of completing your video training.

Accounting:

1. Final number (seats) registered from your locality
2. Final number of donations paid to LSM for your locality
3. Final number of late registrants* from your locality.....
4. Final number of late charges paid to LSM for your locality.....
5. Total donation and late charge amount paid to LSM\$

Statistics:

- Date Started
- Date Finished
- If these dates differ from the dates submitted upon registration please give reason: _____
- Were trainees tested? Yes No
- Were absences limited to two? Yes No

*A trainee is considered late if their registration is submitted within two weeks of the start date of your video training.

(Complete attendance record on reverse side.)

Attendance record for the video training in _____
(locality)

Total number seats:_____

<u>Message</u>	<u>Date Shown</u>	<u>Number Absent*</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____

* A trainee is absent if he/she signed up to watch a particular session and did not do so.

Comments (if any): _____

Signed _____ Date _____

Please print name: _____