Video Training Information
Semiannual Training, December 2023

I. General Information:

  A. The semiannual trainings are recorded and made available to churches that apply for a video training.

  B. Localities must have at least four trainees to conduct a video training.

  C. The video training messages will be available by webcast only. DVDs will not be provided for the video training.

  D. The video training donation is $125.00 USD per registered trainee. Video training donations are non-refundable.

  E. Video training outlines are $5.00 USD. Video training outlines will be shipped with an invoice that includes shipping charges; therefore, we ask that video training outline payments not be submitted at the time of registration.

  F. There will be one webcast account per registered locality. The training coordinator will create a training webcast login when registering online. If you email or mail your training registration to LSM, a training webcast login will be created for you and the credentials will be emailed to the training coordinator. **There will be no individual login credentials for the registered trainees in each locality.**

  G. Localities registered for a video training should abide by the rules and regulations.

II. Registration due date:

  A. **Due date:** The video training registration due date is **November 1, 2023. All** items required for registration must be turned in to the LSM Registration Section on or before the November 1 due date. **Churches that do not submit the initial video training registration information by the November 1 due date will not be allowed to hold a video training.** Registration information includes:

    1. Name and email address of the video training coordinator
    2. Video training start date
    3. Video training end date
    4. Number of video training registrants
    5. Video training outline order (Including total number of outlines and shipping information)

  B. **Changes after the due date:** Churches that submit their video training information by the November 1 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 submitted to LSM 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 emailing 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 November 1, 2023.
    2. Submit video training donations, $125.00 USD per trainee, by November 1. Video training donations are non-refundable.
    3. Video training outlines will be shipped with an invoice that includes shipping charges.

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 November 1, 2023. Registration forms received by email after November 1 will not be accepted.
    2. Completed registration forms can be sent to the LSM Registration Section by mail at 2431 W La Palma Ave. Anaheim, CA 92801. All registration forms should be mailed in enough time to be received by the LSM Registration Section by November 1, 2023. Registration forms received by mail after November 1 will not be accepted.
    3. Send video training donations, $125.00 USD per trainee, by November 1, 2023. Video training donations are non-refundable.
    4. Video training outlines will be shipped with an invoice that includes shipping charges.

IV. Webcast:

A. **Accounts:** There will be one webcast account per registered locality. The training coordinator will create a training webcast login when registering online. If you email or mail your training registration to LSM, a training webcast login will be created for you and the credentials will be emailed to the training coordinator. **There will be no individual login credentials for the registered trainees in each locality.** There should not be separate video training schedules within the locality with some viewing the live messages and others viewing the archive messages, and no individual(s) should watch the training messages apart from the corporate schedule. Churches may arrange the schedule so that they can watch some of the messages live and some by archive as long as all the registered trainees are watching according to the same schedule.
If you register for your video training online at www.lsmregistration.com, you will create your webcast account in Step 3 of the online video training registration. If you register by email or by mail, the LSM Registration Section will create a webcast account for your locality. Once the account has been set up, the church will not be able to enter the site until the account has been approved. Webcast accounts will be activated approximately one week before the live training begins. All training registration forms and donations must be received before an account will be activated. LSM will send an email to the training coordinators for each church to notify them that their account has been activated which will include instructions on the use of the video training webcast.

B. **Languages:**
    1. **Live stream**: The live stream will be provided with English, Chinese, Spanish, Korean, Portuguese, and Russian mono audio tracks and English/Chinese, English/Spanish, English/Korean, English/Portuguese, and English/Russian stereo audio tracks. Some additional languages may also be included.
    2. **Archive files:** Archive files will be provided with a choice of all the languages listed above and some additional languages may also be included.

C. **Availability:** The messages of the training will be available to view both live and by archive. The live meetings are at 4:00pm and 7:30pm PST from December 25, 2023 to December 30, 2023. The archived messages will be available approximately 2-3 hours after the live messages have concluded.
The messages of the training are available for download on Android devices only. Instructions for downloading and playing the messages from your Android device are available at the following website: https://training.lsmwebcast.com/webcast-app.html

D. **Devices:** In order to view the live and archived webcast messages, your device must meet the following minimum requirements:

    Windows:
     OS Versions: 7 and above
     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, Firefox, Edge

E. **Licenses:** All training messages employ *Digital Rights Management* (DRM). A maximum of three licenses per language will be allowed. The other two licenses can be used as a backup in case a second or third computer/device is needed to replace the first one. Your license count will be appropriately increased according to the number of languages needed.

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. **NEW: Name tags:** Registered trainees should wear a name tag while attending the video training. Training coordinators will receive name tags as a PDF file and will be responsible for printing the name tags for each registered trainee. There is one tag per seat; for shared seats, type both names on one tag.

B. **Outlines:** Training outlines are mandatory for each trainee. **PDFs of the training outlines will not be available online**. The LSM Book Section begins shipping video training outlines two weeks prior to the start date of the live training so they are received by your video training start date. The outlines are shipped by the most economical method that also ensures that the outlines arrive on time, the primary method being FedEx (FedEx Ground when applicable). Any special shipping charges will be added to your bill for the video training outlines. Please contact the LSM Registration Section at the time of your video training registration if you would like the outlines to be shipped by a different method: however, LSM cannot be responsible if the outlines do not arrive on time.

Any additional outline orders placed within two weeks of the live training start date will be considered irregular orders. The LSM Book Section cannot guarantee that irregular orders will arrive on time for your video training. Please try to submit all outline requests on time to avoid extra shipping charges and to guarantee that you have all the necessary materials for the start of your video training.

C. **Control Sheets:** Please find the enclosed Video Training Control Sheets helpful in your preparation for the video training registration. (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. **In person**: <u>It is strongly recommended that the video training be held in person.</u> However, if government restrictions in your area discourage you from gathering in groups, the video training may be held corporately via Zoom or similar platform.

B. **Corporately via Zoom or similar platform:**

1. 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.

2. 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. Outlines will no longer be available on the training webcast site.

3. 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.

4. All audio languages will be available via a drop-down menu on the training webcast account, and if the registered trainees need to meet together according to language groups, LSM will increase your license count to handle the additional language meetings.

5. 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.

VII. Attendance:

A. If you are conducting the video training in person, please take attendance at the beginning of each meeting.

B. 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.

C. 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 can 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, either in person or over Zoom or similar platform. The leading brothers should oversee the tests.

F. 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.

Living Stream Ministry

Registration Section   (Phone) 714-236-8456
PO Box 2121   (Fax) 714-236-6005
Anaheim, CA 92814   (Email) register@lsm.org

Video Training Registration—Semiannual Training, December 2023

(Due November 1)

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: from _____to _____

REMARKS: _____

Reminder to return to *Living Stream Ministry* by **November 1**:

_____ Video Training Registration Form

_____ Video Training Media Information Form

_____ Printed Material Order Form

_____ Donations ($125.00 USD per trainee)

Video Training
Printed Material Order Form

(Due November 1)

Locality _____

> Number of outlines:

English	_____
Chinese (Traditional)	_____
Chinese (Simplified)	_____
French	_____
Spanish	_____
Korean	_____
Portuguese	_____
Russian	_____

Start date of your video training: _____

Note: *The training outlines are mandatory for the video training. The Ministry of the Word, if used, should be used as a supplement.*

Mailing address for training outlines (please use street address whenever possible):

_____

_____

Email address: _____ Phone: _____

Printed Name: _____ Signature: _____

Send printed materials via *(please check one)*:

☐ Airmail ☐ Ground shipping *(US churches only)* ☐ LSM Campus Pick-up

<u>**Please note**</u>: We make every attempt to ship the video training outlines so they are received before the start date of your video training. In order to do so, outlines are shipped by the most economical method, the primary method being FedEx (FedEx Ground when applicable). Any "special" shipping charges will be added to your bill for the training outlines.

LSM Book Section

Video Training Control Sheet

Locality_____ Training Dates_____ Prepared By_____

	Name *Last, First*	B/S	Age	Language *C/S/K/P/Other*	Seat Status *Full-Time, Shared, Part-Time*	Donation Received *Y/N*	Meetings Attended (Record Message Number)	Seat 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*.)

Living Stream Ministry

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Anaheim, CA 92814   (Email) register@lsm.org

Video Training Regulations

I. Registrants must be at least 18 years old at the start of the video training.

II. Video training donation:
    A. The video training donation is $125.00 USD for full-time or part-time registration.
    B. Those sharing a seat count as one person and give one donation of $125.00 USD.
    C. Those who attend the live training may attend that same local video training without an additional donation.

III. Video training participation:
    A. Trainees may register for the video training full-time, part-time, or they may register for a shared seat in the video training.
    B. Trainees must attend all sessions for which they are registered.
    C. Shared seats must be occupied full time.
    D. 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.
    E. Only those registered or who attended the live training may attend.

IV. Conducting the video training sessions:
    A. Trainees should be in assigned seats five minutes before starting time.
    B. No admission to any session without a name tag.
    C. No unexcused absences; no more than two excused absences.
    D. Testing and sharing on each message. No more than three failures in testing.
    E. Permission is needed for leaving any session early.

V. Video training materials:
    A. Training outlines are mandatory for each trainee.
    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 written permission from Living Stream Ministry, or to accept copies that have been produced illegally. This applies to illegal copies for so-called "personal use."

Living Stream Ministry

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PO Box 2121   (Fax) 714-236-6005
Anaheim, CA 92814   (Email) register@lsm.org

Video Training Questionnaire—December 2023 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

- Were name tags required? …………………………………….. Yes   No

- Training conducted via ……………………………………… Online   or   In Person

- If conducted in person, were assigned seats required?........................... Yes   No

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

(Complete attendance record on reverse side.)

Attendance record for the video training in _____

<div align="center">(locality)</div>

Total number seats:.._____

Message	Date Shown	Number Absent*
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: _____