



## 2018 Non-Profit Online Responsible Alcohol Training

Log on: <http://levy.restaurant.org>

Enter Password: LEVY

Enter your personal information. Please put today's date in Date of Hire.

Choose your job title from the drop down list: **Non-Profit**

Enter the name of the group you are volunteering for in **Non-Profit Group Name** #PRODUCERS

Choose your property from the dropdown list: **KY Churchill Downs**

You do **not** need to enter your employment history.

(Once the information page is filled out and the training pages start, you can click on Spanish to read and take the quizzes in Spanish if needed.)

Read all the materials and click Next to go to the next page. You will then be able to take the test.

**Once you have completed the test and submit your answers, you will be prompted to enter an email address.**

### Test is completed

Thank you for completing the Online Responsible Alcohol Training. If you have any questions about what you have learned, please contact your supervisor.

The results and other information will be contained in a master database at our corporate office.

If you would like a copy of your results to be emailed to your supervisor, please enter your supervisor's email address here:

E-mail:

Producersfundraising@gmail.com

\* Please enter your group leader's e-mail address and Madeline Carey Grant's e-mail address separated by a semicolon like so: groupleader@example.com; mcareygrant@levyrestaurants.com

Training confirmation will be emailed back to us and we will print it as proof that you completed the training. Please be careful to avoid typos. **There is no other record produced to confirm that you completed the training. If e-mail addresses are entered incorrectly you will have to complete the training again.**

Please understand that you must complete the online training before you are allowed to work.

Thank you for your cooperation!