

Responsible Alcohol Service On-Line Instructions

In order to complete the on-line training required for your position, you will need approximately 15-30 minutes and a computer with internet access.

PLEASE FOLLOW INSTRUCTIONS TO ENSURE PROOF OF COMPLETION.

INSTRUCTIONS:

Log on: levy.restaurant.org

Enter Password: **LEVY**

Enter your personal information.

- Date of hire. Use today's date.
- Choose your job title from the drop down list.
 - **Non-profit (NPO)**
 - **Type in Kidz Luv Sports**
- Location Code
 - **CO – University of Colorado (Boulder)**
 - **CO - Weidner Field (Springs)**

Fill in all information and click **begin**. Select Language. You will then be able to take the test.

* Once you have completed the test and you submit your answers, it will ask for the manager's e-mail address, please enter:

Fran_kls.vicepresident@gmail.com

The results will be e-mailed back to us, we will print it as proof you completed the online training and place it in your employee file.

Please understand that by completing the on-line training, you are allowed to volunteer. All on-line testing must be completed the day before your **FIRST VOLUNTEER SHIFT**.