



Usui/Tibetan Reiki Master Online Supplement

William Lee Rand and Colleen Benelli

Notice to Prospective Students

The ideas and techniques described in this manual are for Reiki students. We do not mean them to be an independent guide for self-healing. If you have a health condition and intend to use Reiki, please do so under the supervision of an enlightened medical doctor or other health care professional.

Usage

Use this manual for teaching Usui/Tibetan Online Reiki Classes

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How to Teach Reiki Classes Online

Solutions for the Coronavirus
by William Lee Rand

At the ICRT, we feel it is our responsibility to be a stable source of consistent, high-quality Reiki training. This has been the guiding principle which we have adhered to over a period of many years in the development of our Reiki teaching program. The introduction of online Reiki classes at this time has been guided by Enlightened Beings who call themselves our Brothers and Sisters of the Light. This is not just a method of teaching online, but also comes with a significant improvement in the quality of Reiki energy it provides. This new Online attunement system was given to us as a continuation of their program. We are grateful that this gift has been given to us at such a momentous time when it is so dearly needed.

As part of this process, we have become aware of the importance that the development of technology plays in the teaching of this new Reiki system. And in a similar way as in other parts of creation, we have been shown that the introduction of technology to humanity is being guided by spiritual beings; and as we work with them, they help us harmonize the use of technology with the development of our spiritual path.

May 1, 2020

A letter from William Rand

Because of the coronavirus the requirement for social distancing and quarantine has made it virtually impossible to teach Reiki classes in the usual way. Because of this I developed a webinar for Reiki Masters that upgrades their Reiki energy, making it stronger and more effective at the same time that it allows Reiki classes to be taught online. Because of this, it is possible for everyone to remain safe and at the same time continue to teach and attend Reiki classes.

In 1989, I developed the Usui/Tibetan style of Reiki. I practiced and taught this style of Reiki for twenty-five years and during this time, it became one of the well-known styles of Reiki practiced in the USA and in other parts of the world. Recently I developed a webinar for those who practice the Usui/Holy Fire® style of Reiki to enable them to teach online. Based on this experience, myself along with Colleen Benelli have developed a similar webinar for those who practice the Usui/Tibetan style of Reiki. When using this new style, the class material remains mostly the same except that the attunements are given Online to your student. This is done live during a Zoom meeting so that the teacher and the students are able to speak and interact with each other.

Not only does participation in this webinar increase the strength and quality of your Reiki energy, it also gives you the ability to teach Reiki classes online. In addition, you and your students will still be able to teach this class in person.

The Coronavirus has spread quickly, creating serious problems for many people all over the world. In order to avoid infection or to avoid spreading infection if one already has the virus it is suggested to stay at home; in many areas this has become a requirement. And travel outside the home is allowed only to get food or medical help or conduct other indispensable tasks. If this is the case and one work's outside the home, then one may not be able to go to work. In addition, there have been a record number of

layoffs. So, an ever-growing number of people are left with a complex set of problems; how to avoid infection and create new ways to earn a living at the same time.

Motivated by a desire to help, I prayed and sought spiritual guidance. This resulted in receiving an improved healing energy specifically for Usui/Tibetan Reiki teachers that allows them to conduct Reiki classes online. (Note, a different webinar has previously been taught for students with Holy Fire® Reiki training.) In addition, this new style of Usui/Tibetan Reiki is also a more powerful and effective healing energy. These two qualities make it a wonderful gift for dealing with the Coronavirus pandemic and the challenges it has created.

In the past, the only classes I have taught online were upgrade Reiki webinars. And I was able to do this because Jesus gave me a series of special Ignitions/attunements and was present energetically when the webinars took place. Over the many years, the Usui/Tibetan Reiki energy has been continually working to help students evolve to higher levels of consciousness. And from the time that each student received the Usui/Tibetan training, the energy has been working with each student's energy field to prepare him or her for this next step. It is fortuitous that we have become ready for this next step at a time when we must deal with the issues brought on by the Coronavirus.

This new level of healing energy has come through Jesus and the Brothers and Sisters of the Light. This happened recently while working with Colleen Benelli, a Reiki Master and clairvoyant healer. Usually, when a new healing energy comes along, it is important to take the time to gain experience with it and develop a deeper understanding of its nature and how to use it before sharing it with others. However, because the virus is spreading so quickly, we have been told that it is important that it be taught to Usui/Tibetan teachers quickly because it is needed right now.

This is a wonderful new energy that looks and feels beautiful. It heals by making it easier for students to become their Authentic-Self. When this happens, the parts that need healing are counseled by the Brothers and Sisters of the Light. In these sessions, the parts are able to express all their concerns and as they do this, they are healed! This takes place in the background of one's awareness, on one of the higher heavens while the individual focuses on their Authentic-Self; it is the revealing of one's true nature as the Authentic-Self that does the healing. It is a pathway of unification in which one's self-image merges with their Authentic-Self and is a pathway of empowerment!

Whether we are aware of it or not, each of us is in our current life situation for the long haul. And as we rise to the challenge, we are called upon to share our gifts, express our love and follow our inner guidance. And by doing this, even though we are practicing social distancing, in our hearts we are drawn closer together.

This new system allows us to make a smooth transition during these changing times and allow us to continue teaching Reiki classes. This new system is designed to be taught live by the teacher who will be in touch with each of his or her students during class, able to interact with them and answer questions. The students also will be able to interact with each other, to share Reiki and exchange ideas. We have even developed an air hug which can be given to other students and the teacher over the Internet. Certainly, this is an example of Reiki responding to societal changes in a loving and effective way so that it can continue to bless us.

In this system, there is greater emphasis on self-Reiki and Distant Reiki. Online attunements are given that enable you to give them to your students when you teach online classes. Classes will be limited by the technology to a maximum of 49 students, but we encourage you to teach smaller classes than this if this

larger number does not feel right for you. And in fact, we recommend that you teach about the same number of students that you usually teach. By doing this, the class will be small enough for the students to have their questions answered and receive the attention they require for your classes to go well.

This teaching system is set up for the Usui/Tibetan Reiki method of teaching. There is a supplement and class outlines for all the Reiki classes including Reiki I&II, Master and Karuna. In these classes we recommend that you supply your students with the usual hard copy class manual, making sure each student receives one prior to class, usually sent through the mail. In addition, you will be sending the class outline and supplement to them by attached file.

A webinar is scheduled to be taught by myself and Colleen Benelli in which you will receive the Usui/Tibetan Online Attunement and also be shown how to teach online classes. This will enable you to continue teaching your Reiki classes online from your home during this time when we are being asked to avoid crowds and stay at home. However, the same Attunement also allows you to teach classes in person when it is safe to do so.

The World Changes and Reiki Responds

Reiki Empowers us to Empower Others

In answer to our prayers and responding to our needs, a new frequency of Reiki has been sent to the people of the earth, just as Reiki has done throughout its history. Usui Sensei's first decision when he received Reiki was to spread Reiki to all the people in the world. And to quicken the pace of this development, he said the most important quality for a Reiki Master to have is to continually seek to develop the quality and quantity of Reiki energy one is able to channel. Usui Sensei, Hayashi Sensei and Takata Sensei were each guided to adapt and develop Reiki according to the needs of the people of their time.

Conditions in our world have recently changed requiring that we not meet in groups to avoid spreading the Coronavirus. And many of the governments of the world are restricting people from leaving their homes. Unless something is done, this would prevent Reiki people from giving Reiki to others in person, unless they are currently part of the same household. And more importantly, it would also prevent people from teaching Reiki classes. This would have restricted our practice of Reiki and limit the number of Reiki practitioners to those who currently have Reiki. Those who teach part or full time would no longer be able to derive an income from teaching classes. And this is especially critical now when so many are out of work.

In April 2020, William Rand was given the ability to give Usui/Tibetan Attunements at a distance and to teach distant Reiki classes. In addition, the strength and quality of the Reiki energy was also increased. This took place during a session with Colleen Benelli. This new ability was also intended to be passed on to others in distant Reiki classes. These new gifts came to use through the help of the Brothers and Sisters of the Light.

And at the same time, our technology has kept up with our needs as the ability to work with others over the Internet is now much easier. These two developments make it possible to provide high quality, live

Reiki training to others anywhere in the world and at a level in which one can easily sense the presence of the teacher and other students and feel their love and caring.

And in fact, as we have begun this journey, we are aware that the development of our technology is being guided by spiritual beings! And it is their intention that we be aware of them as through this awareness, they are able to help people use technology with greater clarity and mastery.

The World Peace Grid Influence and The Brothers and Sisters of the Light

The World Peace Grid inscription, “May the followers of all religions and spiritual paths, work together to create peace among all people on earth,” is a powerful intention and prayer. It connects people and unifies us with a common purpose. Reiki people are part of a global community who empower this intention. The Peace Grid has twelve symbols in front of each lotus flower, representing all the world’s religions and spiritual paths, including atheism and all others. *See the World Peace article on page 145 Usui/Tibetan Reiki Master Manual.*

And during our time of need, our collective vision, prayer, through the power of Reiki energy was heard and listened to in the divine realms. Enlightened Beings, who call themselves The Brothers and the Sisters of the Light, have answered our prayers. They are the founders of all the world’s religions and spiritual paths and are also called The Ascended Masters. While these spiritual beings were on Earth, the religions and spiritual paths they founded were for the most part separate. Now in the higher heavenly realms, they have joined together as one. They hear our prayers for peace and guide us to discover the understanding and spiritual energy we need to help ourselves and others. They have now given us a special new light that will lift us up and guide and empower us so we can more easily enter a state of unification here on earth

Today, the answer and guidance they gave us about how we can help in this Coronavirus crisis, is to use this new light to spread Reiki in the world now. And in this way, we will use our divine gifts and our human skills to provide real world solutions for the Reiki community. They gave us new energy to also connect us spiritually to the Ascended Masters, the Divine Earth, the Animal Kingdom, Angels, and more.

In addition, we have become aware that there are a group of spiritual beings who have guided the development of technology on earth. And they are also the ones who have brought us the gift of online Reiki attunements. This new energy helps us integrate our spiritual awareness with the technology of the Internet. This energy also helps us more easily adapt to the changing world we live in, making it easier to accept and use this wonderful new Reiki energy.

Now, more than ever, the world needs Reiki. It is up to us to listen to unlimited potential of Reiki and let it guide us into the future where the people of all the world’s religions and spiritual paths work together and create peace among all people on earth.

Teaching Online vs. In Person

There are only slight differences in teaching Reiki online than in person. With the advances in technology that have recently taken place, we now have the ability to provide high quality, live, in-person, Reiki training online. This allows us to teach Reiki classes where the teacher and students are together online in class, in real time. Video conferencing has empowered us to teach a professional level of Reiki where our students receive excellent training in addition to the extraordinary Usui/Tibetan Reiki energy.

The Usui/Tibetan Reiki Online Class includes new online distant Reiki techniques, but otherwise the Reiki classes are still taught using the same Reiki Manuals, but with a slightly modified outline that is included in this class. We also include a Supplement to the manual with the online tools and techniques to teach the Reiki techniques a student needs to practice and teach Reiki. There is also additional time in class spent doing self-Reiki and distant Reiki practice. However, students will also learn how to give Reiki sessions including using Byosen Scanning, and all the hand positions for both online and in person sessions. There is also a new Symbol Practice Distant Technique, Air hugs, Gyoshi ho distant practice and other techniques. The Master classes teach Aura Clearing Distant Technique, Distant Attunements, Distant Healing Attunements, and more. And the new level of Reiki energy seems to make everything flow very easily.

The ICRT is dedicated to providing high quality Reiki training and teaching tools for Reiki teachers and their students. This includes teaching online. We have accepted the responsibility of creating the online teaching course that give a teachers consistent, stable, high quality training and resources.

Our intention is to spread Reiki in the world today in the ways we can do this. We encourage the teachers to teach other teachers, who can teach more teachers to teach the students. It is our hope that this information and the support and love from Reiki, will provide you with the skill and confidence you need to teach your Reiki classes with the same heart as your in-person classes.

Usui/Tibetan Reiki Online Class Outlines

The following class outlines are made available for your use. These are the class outlines used by the members of the Reiki Membership Association and by our Professional Licensed Teachers. Feel free to teach exactly as outlined or to make changes to them. The outlines combine the Western style of Reiki with the Japanese style. The Reiki I & II outline is made to be used with the *Reiki, The Healing Touch* class manual, which includes instruction on how to do all the techniques in the outline including the Japanese Reiki Techniques (JRT). You may also want to get a copy of the Japanese Reiki Techniques Workshop DVD, which will instruct you on how to practice all the Japanese Reiki Techniques. The ART and Master outlines are to be used with this manual. These outlines are downloadable from our website. You could also include information about how they may want to buy a practice dummy from Amazon.com.

Students who attend the Online Reiki classes will be able to practice and teach Reiki both online and in person.

Changes in the Reiki I & II Online Outline

Online Reiki I & II classes include Reiki techniques for giving Reiki sessions at a distance and in-person. In addition, there are changes in how the Online class is taught. For example, in Reiki I, self-Reiki is taught, and in Reiki II the student learns how to provide Reiki sessions for others in-person and at a distance.

Reiki I

1. Self-Reiki is emphasized
2. Reiki symbol discussion is taught at the end of the day.

Reiki II

1. The Usui/Tibetan Attunements for Level II is given in the morning.
2. Hand Positions for treating others is now taught and practiced on Day 2, #

Reiki I Training

Suggested class time: 9 a.m.–6:30 p.m.

1. Confirm the student's attendance. Check in with them, greet each other.
2. Explain Zoom technology used in class. Mute, unmute, chat, online etiquette.
3. Explain and demonstrate Kenyoku (page 61, *Reiki: The Healing Touch*) and have student practice. Have students raise hands and place positive energy all over their room and then get air hugs from everyone; look at each person separately on the screen and give them an air hug.
4. Introductions—name, where you are from, why you decided to take this class and something you like about yourself. As each person introduces themselves, check them off on the class roster.
5. Opening meditation or prayer to join the group to the Higher Power and to each other.

6. Reiki Talk – what is Rei-ki? the different levels, how the attunement process works. How does Reiki work? (use information from the manual). What can it be used for? (Use examples and Reiki stories to explain these topics). History- Usui- Hayashi-Takata-22 masters, include info on the Gakkai and the discovery of the JRT techniques.
7. Lunch (one hour).
8. Return and regroup
9. Talk about attunement and how it works.
10. Explain Gassho meditation (Page 54, *Reiki: The Healing Touch*), and use this just before the attunement. Have students remain in Gassho during the attunement.
11. Reiki I attunement. Use the Distant Usui/Tibetan Online Attunement Technique on Page 25, *Usui/Tibetan Online Supplement*.
12. Have students write in their notebooks about attunement and meditation experiences—then share.
13. Break (10 minutes).
14. Byosen Self-Scanning, demonstrate and explain. Then guide the student to do it, (page 57, *Reiki: The Healing Touch*). Explain Reiji-ho (Page 56, *Reiki: The Healing Touch*), and that it is more advanced as one uses intuition directly rather than the hand.
15. Explain and practice Self-Reiki. With all students in the main room, the teacher uses a stopwatch and guides the students through the hand positions for self-Reiki giving 2 or more minutes for each.
16. Have students use Kenyoku at the end of the practice session.
17. Explain *Hayashi Healing Guide* and how to use it. (Page 65, *Reiki, The Healing Touch*)
18. Break (10 to 15 minutes).
19. Talk on Reiki II symbols—deeper, complete meaning, how to use them including the many ways to use Hon Sha Ze Sho Nen for distant, online and past/future healing. Explain why the symbols need to be kept private as described on page 47 of *Reiki: The Healing Touch*.
20. Test on symbols – If there are errors, gently point them out and ask student to correct them. Use hints if necessary or have the person use her notes. Coach so that everyone passes
21. Explain the Reiki Client Information Form, Reiki Documentation Form and charging money or bartering. (Page 148-149, *Reiki, The Healing Touch*)
22. Go over the Code of Ethics and Standards of Practice on Page 132-133, *Master Manual*, and the Online Standards of Practice, Page 27, *Online Supplement*.
23. Closing meditation or prayer.

Reiki II Training

Suggested class time: 9 a.m.–6:30 p.m.

1. Confirm the student's attendance.
2. Check in with them, greet each other.
3. Explain Zoom Technology, mute, unmute, breakout rooms, chat, online etiquette. (Example: page 31, *Online Supplement*)
4. If this is a separate Reiki II class, then use # 3 from the Reiki I outline. Otherwise, if this is part of a Reiki I & II class, use this shorter introduction – with all unmuted, ask each person to introduce themselves and have them say their name, where they are from, say good morning and everyone greets each other. Place Reiki all over the room and then get air hugs from everyone.
5. Demonstrate the Energy Clearing Distant Technique to all students while they are in the main room. Divide students into breakout rooms with two students per room so they can practice on each other. Explain to them before starting this exercise, that they will decide who will receive first, then they switch. (Note that they will keep the same partner later when they practice giving Reiki using all the hand positions in step 12.) Students come out of their rooms, and place Reiki all over their room, then get air hugs. *Online Supplement, Page 23.*
6. Explain and demo Koki-ho (page 58). Explain and demo Jacki-Kiri joka-ho. (page 62, *Reiki: The Healing Touch*)
7. Lunch
8. Reiki II attunement. Use the Distant Usui/Tibetan Online Attunement Technique on Page 25, *Usui/Tibetan Online Supplement*.
9. Have students write in their notebooks about attunement and meditation experiences—then share.
10. Break (10 minutes).
11. Explain how to do complete session using all symbols.
12. Review and practice the hand positions for treating others as described in *Reiki, The Healing Touch*, page 83.
 - a. Explain to the students that they will be placed in a breakout room with a partner to take turns practicing the hand positions using the distant symbol.
 - b. Send them into the breakout room for 3-4 minutes, where they will introduce themselves and decide who will receive first. The teacher brings the students back to the main room.
 - c. Each will need a doll, or teddy bear, or dummy to represent the partner when they are sending Reiki. The sender uses HSZSN to give distance Reiki to their partner. The student who is giving Reiki first will open their manual to page 83 and use each of the hand positions listed in their manual.
 - d. Using a stopwatch, the teacher times and guides the session through each of the hand positions, starting with position 1, then position 2, and so on. Base the time for each position on the amount of amount of time that is available but usually it will be 1 1/2 to 5 minutes per hand position.

- e. When the first session is completed, the teacher places the students into their breakout room for 10 minutes or so, so they can share what the experience was like.
 - f. Then the students are placed back into the main room and the receiver becomes the sender and the sender becomes the receiver and the above sequence is repeated.
 - g. When they are complete, the partners are placed back into a breakout room for 10 minutes to share about their experience.
 - h. Bring all students to the main room and have the group share about their experiences with the whole class.
13. Symbol Practice Distant Technique – Includes Enkaku Chiryō Practice. Page 21, *Online Supplement*.
 14. Explain Gyoshi-ho and the exercise. Divide into groups of two and place them into breakout rooms. Practice Gyoshi ho *page 62, Reiki: Reiki the Healing Touch*. Explain that a practitioner can use this in a regular distance or in person session. Page 22, *Online Supplement*.
 15. If you have time, practice Online Enkaku chiryō, page 23, *Online Supplement*, with the group. Ask the students to place the names of those they would like to send distant Reiki to into the Zoom chat box. They could also include projects, goals, or world issues, other countries or for the whole planet. Supplement page Send group distant Reiki for 10 minutes or so.
 16. Have students pick a Reiki buddy to send distant Reiki to and then share the experience.
 17. Ending meditation or prayer.
 18. Have students complete their class review and email to the teacher.
 19. Once you have received the class review, send the student their certificate by attached file.
 20. Encourage students to participate in the online Reiki support group.

Advanced Reiki Training Class (ART)

Suggested class time: 9 a.m.–6:30 p.m.

1. Explain Zoom Technology, mute, unmute, chat, breakout rooms, online etiquette. *Example: page 31, Online Supplement.*
2. Explain and demonstrate Kenyoku and have student practice. Have students raise hands and place positive energy all over their room and then get air hugs from everyone; look at each person separately on the screen and give them an air hug.
3. Introductions—name, where you are from, why you decided to take this class and something you love about yourself, as each person introduces themselves, check them off on the class roster.
4. Explain what the class will include, which parts are from Usui system and which parts are from the International Center for Reiki Training Research and Development.
5. Explain the World Peace Grid. Using crystals and stones with Reiki—how to use a single crystal to send Reiki continuously. Making a Reiki grid using the world peace grid that will continue to send Reiki to yourself and others: used for distant healing, personal healing, goals, and manifestation. Note, this step can be done later in the day or on the second day if you don't have time.
6. The Usui Dai Ko Myo – show it to students, explain usage, practice drawing it. Go over the meaning of the Japanese words and explain what it means to Reiki people.
7. Lunch (one hour). Use some of lunchtime to memorize symbol.
8. Test on symbol.
9. Explain how attunement works. That the attunement does not come from the teacher but is channeled through the teacher in a similar way as the Reiki energy is channeled.
10. Advanced Reiki Attunement – explain and do Gassho before and during attunement. Use the Distant Usui/Tibetan Online Attunement Technique on Page 25, *Usui/Tibetan Online Supplement.*
11. Moving Meditation. Page 20, *Reiki Master Manual.*
12. If you have time, do “Meet Your Reiki Guides” meditation.
13. Write in notebook about attunement and meditation—then share.
14. Break (10 to 15 minutes).
15. Reiki Meditation – strengthens the mind and expands consciousness, helps discern the changes in the Reiki energy by invoking each symbol. Page 22, *Reiki Master Manual.*
16. Reiki Distant Aura Clearing (Psychic Surgery) – assists in removing negative psychic energy from yourself and others. Explain, Page 29, *Reiki Master Manual.*
17. Demonstrate, and have students pick a partner and practice. Use the Distant Reiki Aura Clearing Technique, Page 24, *Online Supplement.*

Use these steps if students are continuing the with the Master training

17. Reiki Master Symbols – show for memorization only, sacred, keep them secret, explain test. Distribute handout. (Use last 1/2 hour of class for this part.)
18. Review Hui Yin exercise. Suggest that the student's study and practice the Violet Breath exercise.
19. Closing meditation or prayer.

Reiki Master Class

Suggested class time: Two days from 9 a.m.–6:30 p.m.

Day 1

1. Confirm the student's attendance.
2. Demonstrate the Energy Clearing Distant Technique. Page 23, *Online Supplement*.
3. Introductions (for new people joining class only – name, work, family, metaphysical background, understanding of Reiki, why you want to learn Reiki, and something you like about yourself. Students who were in ART should tell new people their names and something about themselves.
4. Opening meditation or prayer to join the group to the Higher Power and each other.
5. Explain what the class will include for the two days, and which parts are from Usui system and which parts are from the Center for Reiki Training Research and Development.
6. Review or explain the Hui Yin exercise if not covered in ART. Page 61, *Reiki Master Manual*.
7. Microcosmic Orbit Meditation – explain and guide class (or use CD available from the Center), explaining the energy flow, and introducing the functioning and governing channel. This helps prepare the class for understanding the Violet Breath.
8. Optional – rather than do the Microcosmic Orbit Meditation, just explain how to do it. Then spend this time exchanging Reiki using the Usui Dai Ko Myo. Have 2–3 students give Reiki to one other in a breakout room. Two students give to one. Take 5–10 minutes per person depending on the amount of time you have available.
9. Tibetan Symbols – show them to students, explain usage, practice drawing them.
10. Lunch (one hour). Use some of lunchtime to memorize symbols.
11. Test on symbol.
12. Explain how attunement works.
13. Distant Reiki Master Attunement. Do Gassho (page 54) before and during attunement. Use the Usui/Tibetan Distant Attunement, on Page 25, *Online Supplement*.
14. Write in notebook about attunement and meditation—then share.
15. Break (10 to 15 minutes).
16. Violet Breath – explain, demonstrate, have student's practice. Page 62, *Reiki Master Manual*.
17. Distant Healing Attunement –explain from page 64, *Reiki Master Manual*. and demonstrate and have student's practice.
18. Demonstrate, then have students do a complete Distant Healing Attunement on each other with the purpose of healing an issue they have, using the Distant Healing Attunement on Page 24, *Online Supplement*.
19. Questions and Answers.
20. Ask students to review the attunement for Reiki I and II as homework.

Day 2

1. Smudging (optional).
2. Opening meditation or prayer.
3. Discussion – the values and spiritual orientation of a true Reiki Master.

4. Practice the Distant Reiki I Attunement - discuss, demonstrate, have student's practice. Page 26, *Online Supplement*.
5. Lunch (one hour).
6. Questions and Answers.
7. Practice the Distant Reiki II Attunement – discuss, demonstrate, have student's practice. Page 26, *Online Supplement*.
8. Practice the Distant Advanced Reiki Training Attunement – discuss, demonstrate, have student's practice. (If students are feeling overwhelmed, demonstrate only.) Page 26, *Online Supplement*.
9. Practice the Distant Reiki Master Attunement – discuss, demonstrate, have student's practice. Page 26, *Online Supplement*.
10. Explain self-attunements. Page 86, Reiki Master Manual.
11. Explain the need to practice attunements and show how to practice on a teddy bear or pillow or on oneself by doing a self-attunement.
12. Have students pick a Reiki buddy to send distant Reiki to and then share the experience.
13. Ending meditation or prayer.
14. Have students complete their class review and email to the teacher.
15. Once you have received the class review, send the student their certificate by attached file.
16. Encourage students to participate in the online Reiki support group.

Usui/Tibetan Reiki Master Online Upgrade Class

Students who are Usui/Tibetan Reiki Masters and have taken this Online Upgrade Class can teach this class online. Only those who already are Usui/Tibetan Reiki Masters or Karuna Reiki® Masters can take it. It requires approximately 6-7 hours to teach and will upgrade qualified students to the Usui/Tibetan Online Master level for either Usui/Tibetan Reiki Master or Karuna Reiki® Master. Those who take this class will be able to teach Reiki classes both online and in-person.

Topics

1. Review the history of Usui/Tibetan Reiki.
2. Review the philosophy and the central ideas of Usui/Tibetan Reiki.
3. Briefly review the history of Usui Reiki focusing on how Usui Sensei's instruction specified that the most important activity for a Reiki practitioner is to continually seek to develop one's ability to channel ever higher frequencies of Reiki energy.
4. Explain the Peace Grid and Brothers and Sisters of the Light influence, how Reiki has responded, and the Online Reiki possibilities. Page 8, *Online Supplement*.
5. Explain the Online Upgrade Usui/Tibetan attunements and how it will upgrade one's Usui/Tibetan energy to Usui/Tibetan Reiki online and in-person. Page 9, *Online Supplement*.
6. Explain Distant Usui/Tibetan Attunements given at a distance for Reiki I and II and Usui Master. Also, explain how to conduct them. Page 25, *Online Supplement*.
7. Conduct the Distant Usui/Tibetan Attunement. Page 25, *Online Supplement*.
8. The Symbol Practice Technique uses distance Reiki to practice the Reiki symbols in Reiki II, Master and Karuna Reiki® Master.
 - a. Explain how this technique is a distance Reiki session using the Reiki symbols for the class you are teaching. Explain that they can use a teddy bear or pillow to represent the person they are giving distant Reiki to.
 - b. Explain to your students how the Zoom Breakout rooms and the Symbol Practice Technique works before sending them into the breakout rooms.
 - c. Explain that one, two or three students will give distant Reiki to one, and then switch to the next student until all students have given and received Reiki. Explain that you will guide them through the Reiki session in the main room.
 - d. Divide your students into breakout rooms with 2,3 or 4 students in each room.
 - e. Have students determine the order of who is receiving and giving, first, second and so forth.
 - f. Bring students back to the main room.
 - g. One student receives, while the others from their breakout room give Reiki.
 - h. The teacher guides all of the students giving Reiki through the each of the symbols, for the level you are teaching, for 5-10 minutes per symbol. When doing this, have them send Reiki to the student in general, rather than sending to a specific area of the student's body.

- i. Give the students time to take notes or take a break.
 - j. Then switch to the next person who is to receive, and guide continue until all students have given and received Reiki.
 - k. When all students have given and received Reiki, send the students back into the same breakout room and share about their experience with each other and discuss how the energy of each symbol was experienced.
9. Go over the class outlines for Usui/Tibetan Online Reiki classes. Pages 11-18, *Online Supplement*.
 10. Review how to demonstrate the Distant Usui/Tibetan Distant attunements. Page 26, *Online Supplement*.
 11. Review Online Teacher Standards of Practice, Student Attendance and Online Etiquette. Page 27, *Online Supplement*.
 12. Review Online Preparations, Teaching Tips. Pages 29 -37, *Online Supplement*.
 13. Review Online Technology recommendations. Page 38, *Online Supplement*.
 14. Have a question-and-answer session answering questions students may have about teaching Usui/Tibetan online classes or giving Reiki sessions or any other questions students may have about Reiki.
 15. Provide an Online Reiki certificate.
 16. Close with prayers or affirmations, giving thanks for the gift of Usui/Tibetan Reiki and asking the Source of Reiki to guide and bless the students and their clients.

Giving an Online Usui/Tibetan Reiki Talk

This outline can also be used at a Reiki share group or a Reiki session.

An Online Usui/Tibetan Reiki Talk as outlined here is hosted by a Usui/Tibetan Reiki Master, it is an easy and enjoyable way for people to be introduced to Usui/Tibetan Reiki and to actually experience its healing energy.

Promotion

Announcements can be made on Facebook, on your web site, and sent by email directing people back to your web site announcement, and also by word of mouth. You can print hard copy flyers and post them on bulletin boards

Location – Online Platforms

Zoom, Facebook, Facetime, Skype, Google Meet, etc

Fee

It could be free, or a small fee could be charged to cover expenses.

Outline

1. Could be a similar set up as for an Online Reiki circle or share group.
2. Arrive at the online meeting room early and say prayers and become receptive to the Usui/Tibetan energy asking it to clear the online space of any energies not compatible with Reiki and to bless the online space.
3. Registration: use internet forms set up for people to fill out. Minimum information would be the person's name and email address.
4. When people arrive online, allow them to mill and talk. Then mute all.
5. If it's a smaller group, do introductions – name, where are you from, if they have Reiki or not. Then share air hugs.
6. Brief talk on what is Reiki.
7. Explain the evolution of Reiki and how it developed from Usui Reiki into Usui/Tibetan Reiki into Online Reiki.
8. Describe the qualities of Usui/Tibetan Reiki.
9. If there are people present who have Usui/Tibetan Reiki or any Reiki, ask if any of them would like to describe their experience of Usui/Tibetan Reiki or online experiences.
10. Questions and Answers.
11. Break
12. Conduct a brief guided meditation and then stop talking for about 20 min. during which time the Usui/Tibetan Reiki energy will be working directly with each person, providing a unique healing experience that contains what is needed by each person. Also explain that some will experience inner experiences such as seeing colors or feeling waves of healing energy flowing

through them or visions of spiritual beings and so forth, and that others will simply feel relaxed, but that everyone will receive something important that will continue to produce benefits even after the event.

14. After bringing people back, ask them to write down their experiences, then share if they choose to do so.
15. Close with a prayer or positive affirmation.

Distant Reiki Teaching Techniques

Symbol Practice Distant Technique - Online Practice

This symbol practice technique uses distant Reiki to practice the Reiki symbols in Reiki II, Reiki ART/Master and Karuna Reiki® Master.

1. In the main room, explain that the class will divide up into small groups in breakout rooms. Once in the room, have students make a list of each person in their group and decide who will receive first, second, third and so forth.
2. Based on the number of students in your class, send them into breakout rooms with 2, 3, or 4 students per room.
3. Once in the breakout rooms, have them write their lists, then return to the main room when they are finished. If they have not returned after 10 minutes, bring them all back to the main room.
4. Have the first person to receive relax and make themselves comfortable and the rest send them distant Reiki.
5. The teacher guides all of the students who are giving Reiki through each of the symbols, for the level they are teaching, for 5-10 minutes per symbol. When doing this, have them send Reiki to the student in general, rather than sending to a specific area of the student's body.
6. After each person, give the students time to take notes about their experience.
7. Then switch to the next person and repeat #5.
8. When all students have given and received Reiki, send the students back into the same breakout room and share about their experience with each other and discuss how the energy of each symbol was experienced.
9. Bring everyone back to the main room and ask if they would like to share with the entire group.

Giving a Complete Distant Reiki Session Technique- Online Practice

1. Reiki II - Explain that Distance Reiki is done during the Symbol Practice Technique.
2. Reiki Master - Review Online Distance Reiki for students in Reiki Master and Karuna Master. Refer to the techniques in *Reiki, The Healing Touch*, page 50.
3. Review and use the "Giving a Complete Reiki Session" guidelines in Chapter 10, *Reiki, The Healing Touch*, page 91.
4. Divide students into breakout rooms of two people each.
5. One student is the client, the other is the practitioner.
6. Make sure the client is comfortable while receiving.
7. Practitioner gives a complete distance session.
8. Practitioner asks the client if they have a particular area of concern, and intention.
9. Practitioner activates the Distance Symbol and each of the Reiki symbols and sends Reiki to the space in both the practitioner and client's space.
10. Begin distance session.

- a. Practitioner can send distance Gyoshi ho and Byosen Scanning using a teddy bear or dummy to represent the person.
 - b. Practitioner can give the complete Reiki session using a surrogate such as a Teddy Bear, pillow, dummy or other surrogate of their choice.
 - c. When session is complete, seal with CKR or HF.
 - d. Practitioner uses Kenyoku at the end
11. Teacher notifies the students using text when to complete their session and share their experience, and switch.
 12. The client becomes the practitioner and the practitioner becomes the client.
 13. When done, bring all students back to the main room and share.

Gyoshi-ho - Distant Technique

Review Gyoshi ho on *page 62, Reiki: Reiki the Healing Touch*

Explain that a practitioner can use this in a distant or in person session.

1. Have students divide into groups of two and enter a breakout room.
2. One student is the client, the other is the practitioner.
3. Reiki II - Practitioner activates HSZSN.
4. Use Byosen scanning or Reiji-ho or the request of the client to decide where you are going to send Reiki.
5. You can also use this process without using Byosen by sending Reiki to the whole person.
6. Draw the power symbol on your hands and place them on your legs and let Reiki start flowing.
7. Then focus your eyes onto the area in need and intend that Reiki flow from your eyes to the client..
8. Allow your eyes to relax.
9. You can also use your hands to beam Reiki to the area.
10. As you do this, meditate on Reiki energy and on your eyes and intend that Reiki flow from your eyes to the area.
11. If any thoughts arise, gently brush them aside and refocus your intention.
12. Do this for several minutes or longer.

To practice this technique in class

1. Divide students into breakout rooms of two people each.
2. One student is the client, one is the practitioner.
3. Make sure the client is comfortable and receptive.
4. Have students practice distance Gyoshi ho for 10 minutes each.
5. Text students when time is up, then give them time to share their experience, then switch
6. Text them when it is time to come back to the main room.

Explain that Gyoshi-ho can be used by itself or it can be used during a complete session online or in person. While intending that you are using hand positions, such as on a dummy, give Reiki to one area of the body with your hands and another area with your eyes. Practitioner may experience shifts in

their perceptions of their client such as changes in gender, age, lifetimes and so forth. But as best you can, do not allow this to startle you and simply continue with the session, remaining with your eyes de-focused.

Enkaku Chiryo - Online Technique

1. Explain how the Chat works on Zoom.
2. Explain Enkaku Chiryo on page 62, *Reiki: The Healing Touch*
3. Ask the students to place the names of those they would like to send distant Reiki to into the Chat on the Zoom panel.
4. The whole class sends distance Reiki to the people and events written in the Chat.
5. Can also include projects, goals, or world issues, other countries or for the whole planet.
6. Have entire class send Reiki to the issues in the chat for 5-10 minutes or more.
7. Share experiences.

Energy Clearing Distant Technique - Online Practice

Have students divide into groups of two and choose who will receive first. Practitioner activates his or her Reiki hands. Using the image of your partner on the screen. Place your hands above and to the side of your partner's head. Motion your hands up and down an inch or two and slowly move downward from the head to the feet, intending that you are clearing the client's energy field. If you feel a block, stay at the blocked area till you feel it releasing or that your hands are moving through the block and then when you get to the floor, slap the floor three times with your hands. Now imagine you are standing to the side of the client. Repeat the energy clearing motion from the side. Finish with air hugs.

1. Divide students into breakout rooms of two people each.
2. One student does the energy clearing technique at a time, then switches
3. When both are finished, they complete with air hugs.
4. Text the students to return to the main room when finished.

Air Hugs

1. People love air hugs!
2. Reach through the computer and hug each person to greet them and at the end of class.

Usui/Tibetan Reiki Master Distant Techniques

Aura Clearing Distant Technique

Explain and demonstrate the Aura Clearing Technique in the *Usui/Tibetan ART/Master Manual, Page 29*.

1. Teacher demonstrates the technique by performing the Aura Clearing Distant Technique on one of the students in the main room with all students listening and observing.
2. With all students in the main room, ask each to write down an issue they would like to heal. Have each identify the location, shape, color, size, texture, weight, sound of the issue. Ask them if they are willing to let it go.
3. Divide students into breakout rooms, 2 per room.
4. The students take turns performing the Aura Clearing on each other.
5. After 20 minutes, bring the students back into the main room.
6. Teacher asks, "How many had their issue release completely? How many had their shape change into something positive? How many had only part of the shape release?"
7. Explain that sometimes the shape may need a longer period of time to release and may release later in the class or a later time.
8. Invite all students to share.

Distant Healing Attunement Technique

1. Explain the Healing Attunement based on information in the *Usui/Tibetan ART/Master Manual, Page 64-65*.
2. With all students in the main room, ask them to write down an issue they would like to heal and a goal they would like to empower. Have them identify the location, shape, color, size, texture, sound of the issue. Ask them if they are willing to let it go.
3. Explain the Healing Distant Attunement Technique.
4. Explain that you will use an empty chair as if the student is sitting in it. Explain that you have prepared the chair and yourself with Reiki.
5. Demonstrate the technique by performing the Healing Distant Attunement on one of the students.

Practice the Distant Healing Attunement Technique.

1. Send students into the breakout rooms, 2 students per room. Have the students decide who will give the Healing Attunement first and who will go second. One student is the client, one student is the practitioner.
2. Have all students return to the main room.
3. Have students use HSZSN and the teacher guide them through the steps of the Healing attunement.
4. Send the students back into the breakout room to share their experience. Practitioner completes the Healing Attunement with Distant Aura Clearing if needed so that each receives a deep healing.
5. Bring students back to the main room. Students switch and the practitioner becomes the client and the client becomes the student. The teacher guides the next group using step 3.
6. Repeat step 4.
7. Have all students return to the main room and share about their experiences with the group.

Usui/Tibetan Distant Attunements

Usui/Tibetan Distant Attunements for Online Reiki I & II, ART/Master.

The Usui/Tibetan Distance Attunements use the same ritual and attunement ceremony as in-person attunements. We have presented three options for the Distance Attunements.

Explain to your students about attunements using the information in the *Usui/Tibetan ART/Master Manual, Page 59*. Explain that the Usui/Tibetan Distance Attunements are a new energy given to us by the Brothers and Sisters of the Light, empowering us and the Usui/Tibetan energy so we can give Distance Attunements. The attunement techniques are the same as in person attunements from *Usui/Tibetan ART/Master Manual, Page 70 – 84*. Explain that you will use an empty chair intending that the student is actually sitting in the chair. Explain that you have prepared the chair and yourself with Reiki.

Follow and adapt these instructions for each level of attunements you are giving.

Script to Explain How the Attunement will Work

Sit in a comfortable chair with music playing. Close your eyes and place your hands in Gassho. I will place an empty chair in front of my computer, so I can see each of you during the attunement. I will leave my microphone on and will turn my webcam off during the attunement so that it is a private event for each student. I will have done my personal preparations for myself and the chair you will energetically sit in during the attunement. The attunement will be done in four parts.

You will be sitting in the chair in Gassho.

In part one, I will stand behind you, draw symbol's and place a special breath in your crown.

In part two, I will move to the front, open your hands, tap them, and then will hold your hands to your heart and use my breath.

In part three, I will move to the back and seal the session.

In part four, I will move to the front of all students and send you a final blessing with my breath.

The attunement will be done in silence because my tongue is held at the roof of my mouth.

Usui/Tibetan Distant Attunement

1. Attune each student one at a time.
2. Prepare yourself and an empty chair with HSZSN to link yourself and the chair to your students.
3. The teacher systematically focuses on each student and calls out the student's name, intending the student is sitting in the chair.
4. The teacher gives the attunement to each student following step 3.
5. At the end of each attunement the teacher thanks the student and calls the name of the next student.
6. When all attunements have been given, invite the students to share about their experience.

Student Practice Technique for the Usui/Tibetan Distant Attunements all Levels

1. Send students into the breakout rooms, 2 students per room. Have the students decide who will give and who will receive the Reiki Attunement first.
2. Have all students return to the main room.

3. Have students use HSZSN. The teacher then guides the practitioner through the four parts of the Usui/Tibetan Distant Attunement.
4. Send the students back into the breakout room to share their experience.
5. Bring students back to the main room. Students switch.
6. Repeat steps 3 and 4.
7. Have all students return to the main room and share about their experiences with the group.

Online Teaching Best Practices

Online Teacher Standards of Practice

While we are using the Internet to connect with our students and to teach, all the material must be taught live by the teacher using your online device. We recommend that you teach about the same number students you typically teach in your in-person classes. This is so that you are able to provide individual attention for each student, and answer questions and allow students to share with each other.

1. Use the same professionalism online as in person.
2. Be sure you can see all students at the same time on one screen on your computer.
3. Use the existing Usui/Tibetan manuals with the Usui/Tibetan Online Reiki Training Supplement. Make sure each student receives their hard copy class manual in advance of the class. If it is one of the master classes, provide a link for the students to download the Supplement.
4. Use the Online Class Outlines provided in the Usui/Tibetan Online Reiki Training Supplement.
5. Classes need to contain about the same number of hours as is recommended in the RMA Standards of Practice located on page 145 of the Reiki Master manual and on page 102 of the Karuna Reiki® Manual.
6. Follow all the other guidelines in the Codes of Ethics and Standards of Practice in the Usui/Tibetan Master Manuals.

Online Student Attendance and Etiquette Standards

Online students must attend the class in person, online, with their video on during all class time and not be engaged in any other online activities. They must participate in all parts of the class. We have provided a sample email you can send to your Reiki students to prepare them for class attendance located on page 26 below.

Teacher and Student Online Etiquette

1. Behave as if you are in an in-person class.
2. Be present during the entire class.
3. Use video during the entire class.
4. Participate in all class activities.
5. Use a quiet private place for you to participate in the class.
6. Use a separate room so as not be bothered by your family or pets.
7. Make sure other members of your household know you will be busy and not available during class time. Ask them to be quiet as you will be in class.
8. Refrain from doing other things while in class.
9. Refrain from being on other online apps or devices during class.

10. Make sure you are comfortable and that you are in front of your screen in view of your camera while in class.
11. Use mute during the attunements so background noise will not bother the other students.
12. Chat etiquette - be considerate on chat. Stay on topic, ask questions, or make relevant comments.
13. Come back promptly from the breaks and lunch. Class will not begin until all are present. Note that you will be holding up class for the other students if you do not return from breaks and lunch on time.

Teacher and Student Online Preparations

Preparations to Teach Online Reiki Classes

You will need to prepare to teach online. To begin, you will need a computer, Internet, video, microphone and an online video conferencing app. We have technology and equipment recommendations based on what has worked for us, below. We recommend the Zoom online video conference application. www.zoom.us.

It is important to become familiar with the Zoom features you will need for your online class. We have provided helpful Zoom tutorial links below to features such as Mute, Unmute, the Chat, Breakout Rooms, and Screen Share. However, you will need to explore Zoom for yourself before class. Watch the Zoom tutorials and YouTube videos to learn the application and also to gain helpful hints from others with more experience. Practice with friends and family to gain experience. We recommend that you also practice using Zoom with your students prior to your class to make sure they have the online access they need to attend. Have students arrive online early prior to class and check in to make sure all are ready so your class can begin on time.

Practice the Online Outlines and Online Techniques used in each class level prior to teaching such as how you are going to demonstrate the hand positions in Reiki I, practice the symbols in Reiki II, Master and Karuna Master, and demonstrate the Peace Grid in the Master class.

Online Video Classroom

You need to establish your online classroom and setting. Your webcam will video you and the background behind you. Dress comfortably, but professionally. Have a comfortable chair. Good lighting, sound and video make a difference in your presentation. However, start with what you have and improve your equipment as you go. We have recommendations in the equipment section.

Preparation and Practice will give you confidence in teaching your own online classes. It is normal to have technical “glitches” during the day. It is ok, everyone understands. You will soon learn the common issues that occur and the solutions for them, just like teaching in person. You will continue to have new ideas about how to conduct your Online Reiki class so try them out. Continue doing the things that work and stop doing the things that don’t work.

PowerPoints and Videos

Zoom has a screen sharing feature, so you can utilize a PowerPoint, make premade videos, use photos to demonstrate a technique. If you use a PowerPoint, we recommend that you show the slide, but then stop the screen share and continue talking about the subject. Students report that they like it best when you toggle back and forth between you and the PowerPoint

Recommendation Prior to Online Class

1. Set up computer, video, audio.

2. Install the Zoom application on your computer
 - a. You will need [the Pro Account](#) for \$14.99 per month, unlimited meeting times up to 100 people.
 - b. The free account only allows a 40 minute meeting with 3 or more people.
3. Watch the Zoom tutorials for the most used tools in Zoom. I also like to watch the Zoom videos on YouTube as well as their website. Look for the tutorials specifically by Zoom. have added the following links for your convenience. Zoom also provides live training. It will benefit you to search Zoom yourself and see all that it has to offer.
 - a. [A Complete Beginners Guide 2020](#) This is very helpful to watch! Even if experienced.
 - b. [Zoom Help Center and tutorials](#)
 - c. [Getting started](#)
 - d. [How to schedule a Meeting](#)
 - e. [Meeting Controls](#) , Mute, unmute, video on/off
 - f. [Participant Panel](#)
 - g. [Test your audio](#)
 - h. [Chat with students on sidebar](#)
 - i. [Breakout Rooms](#)
 - j. [Screen Share –](#)
 - k. [Virtual Backgrounds](#)
 - i. Virtual backgrounds can use extra bandwidth. If you have trouble with your video, or Internet connection during class, turn this feature off and see if it is the issue
 - l. [Zoom Training Resources](#)
 - m. [Another good beginner tutorial](#)
 - n. [Zoom Security Recommendations](#)
 - o. [Zoom Security Tutorial with Robyn Benelli](#)
4. Schedule your Zoom meetings when you schedule your Reiki class. Send the information in the email to your student's the week (at least) prior to class.
5. You may want to send another reminder email the morning of the class.
6. Test your audio and video
7. Create your video background, backdrop
8. Establish a quiet, private location to teach from.
9. Get someone else to take care of your children and pets.
10. Mail hard copy manuals to your students as soon as they sign up. See section on how to use USPS to mail from home.
11. Email Student Preparations prior to class. See Sample Email Below
12. Read the Reiki class manuals, also use the Usui/Tibetan Online Supplement
13. Practice Online Techniques and demonstrations.
14. Establish how you will receive payments.

Teaching Recommendations at the Beginning of Class.

1. Test the audio and video before each class begins.
2. Keep your computer plugged in
3. Minimize background noise.

4. Hold your class in a quiet, private place.
5. Set up your space and background
6. Be comfortable
7. Put the Reiki symbols all around your room
8. Print your roster.
9. Start early to make sure everyone is able to get online.
10. Explain how to use the Zoom features used in class. Mute, Unmute, Chat, Video on off, hand raising.
11. Here is an example of the explanation you may give at the beginning of a class.
 - a. In larger classes explain they will be on mute because of background noise. Smaller classes may be able to stay unmuted.
 - b. "You will have people who are not familiar – be simple with directions
 - c. Always put everyone on mute and explain how this works – there will be background noises "Hover over your own picture to unmute or mute – or stop your video on bottom of screen." They are welcome to mute and unmute anytime to ask questions or share.
 - d. If you have question and want to ask a question you can raise your hand on the bottom in the participant panel. Host has ability to lower hand or lower all hands.
 - e. Calling in for phone *6 is the command for mute and unmute
 - f. Swiping left or right on phones will give other control options
 - g. There is also a chat – student can enter a question or comment into the chat
 - h. They can send a private chat or public message.
 - i. If you are the host, you have an option for unmute and mute all or individually in the button in the participant panel. This will give you more control.
 - j. You can share links to files in the chat
 - k. Have meetings in gallery view, or speaker view, at the top right of corner of the zoom window
12. Greeting your students.
 - a. Unmute all and let everyone say hello and good morning at the same time.
 - b. When doing introductions, unmute one person at a time.
 - c. On the 2nd and third day, you may unmute each person, have them say their name and where they are from. Have everyone greet them and say good morning even if they are all on mute. If it is a small group, you may be able to have unmute on.
 - d. Invite people to share as you normally would.

Student Preparations

Inform your Reiki students what they will need to be prepared for your online Reiki class. See the sample email below to use as a template.

1. They will need a computer, tablet or smartphone
2. Audio and video capabilities
3. Zoom and Zoom instructions
4. Manual for their class level

5. Mail manuals to students and make sure they read them.
6. Email symbols to your students for Reiki II and the Master classes.
7. Be prepared to take a test on the symbols
8. Have a teddy bear or dummy for hand positions, distance practice
9. Have a Crystal or stone for the Peace Grid in the master class.
10. Music recommendations
11. Online Attendance and Etiquette so they know what to expect.

Sample Email to Students

We have provided the following sample emails with important information your students need to prepare for their Reiki class and a sample of a follow up email you can send after the class. Use these as a template to write your own. The light blue words are places you need to include your information.

Usui/Tibetan Online Reiki I & II Workshop Reminder & Confirmation

Hi Everyone,

I am looking forward to meeting all of you in the Reiki I and II workshop on [date](#). **Please RSVP** and confirm that you are attending by emailing me at [email address](#). Also, please confirm the spelling of your name and how you want it on your Reiki certificate.

[Names of students here:](#)

Reminders:

1. [Download the zoom.us application](#)
2. Watch the Zoom Tutorial on how to [Join a Meeting](#)
3. Here is another [good tutorial on how to use Zoom](#). For beginners.
4. Practice using Zoom prior to class
5. **You will need a computer, tablet or smartphone with audio and video**
 - a. The class is all day, If you are on a tablet or smartphone it is recommended that you put them on a tripod.
6. **Balance Due:** If you have a balance due you will be sent an invoice [via](#) _____. Please pay the balance before class to save class time.
7. **Manual:** Your manual, Reiki, The Healing Touch was mailed to you. Go ahead and begin reading it now if possible. **The Reiki II symbols are attached.** Please practice drawing the symbols and the names of the symbols. I will ask you to draw and spell them by memory on the second day of class.
8. **Class time:** 9am-6:30pm each day. Please come at 8:30 to get settled with technology and your personal comfort. [Clarify your time zone](#).
9. **Lunch & Breaks:** 1 hour lunch and multiple breaks will be provided.

10. **Preparation:** Dress comfortably, be in a private area where you won't be disturbed during class, use restroom before class and during breaks.

11. **Recommended to have on hand:**

12. Reiki Manual

13. Notebook/journal, pen

14. Earbuds

15. Water/snack

16. Music – sample links (Julie True, Calamaria, YouTube, Spotify, personal calm music)

17. Blanket/pillow/comfort items

18. **Reiki I** - Have something or someone to practice your hands positions on. Such as a teddy bear, family member, or a surrogate of your choice.

19. **Reiki Master** -The Reiki Grid

- i. Download a Peace Grid from reiki.org [Free Peace Grid Download, Letter size Peace Grid](#)
- ii. Purchase a laminated Peace Grid from reiki.org [Laminated Peace Grid](#)
- iii. Have a crystal or stone to imbue

20. **Online Student Attendance Requirements and Etiquette Guidelines**

- a. Plan to have someone else take care of the kids and pets
- b. Plan to attend the entire class
- c. Participate in all activities
- d. Use video during all classes.
- e. Behave as if you are in an in-person class.
- f. If you wouldn't do something in person, don't do it online.
- g. Refrain from doing other things online during class, such as checking email, texting, getting up and wandering around.
- h. Refrain from moving around while on video. It is distracting for others.

21. Here is the Zoom meeting information.

22. Click on the link below to join a class.

Note, this is just a sample, it will not link your student to your meeting.

Join Zoom Meeting

Colleen Benelli is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://reikilifestyle.zoom.us/j/9474256689>

Meeting ID: 947 425 6689

One tap mobile

+13462487799,,9474256689# US (Houston)

+14086380968,,9474256689# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 646 876 9923 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)

Meeting ID: 947 425 6689

Find your local number: <https://reikilifestyle.zoom.us/j/adXa2WPtN>

If calling the morning of the class, please call [phone number](#). My email address is [email](#).

See you soon!

Many Blessings,
[Name of teacher](#)

[Website address](#)

Sample Email to send as a follow up email.

Usui/Tibetan Reiki Reiki I & II Workshop ~ Follow-up ~

Hi Everyone,

Please stay in touch! You may want to contact your other classmates to practice and share Reiki!

1. Class Certificate
2. Class Photo (online screen shot of all students on the screen at once)
3. Student Class List (roster)
4. Lineage Chart (attach Word document for student to add their name)

Website & Resources: (add links for your resources below)

1. Website (your website)
2. Reiki Master Workshop - (date they are eligible to take in 6 months)
3. Monthly Reiki Circle (link)
4. Personal Reiki Sessions
5. Facebook Page
6. Instagram Page
7. YouTube Video Channel

International Center for Reiki Training (we talk about the ICRT in our classes, it is nice to have links so they can find them easily. This is optional)

1. [William Rand's Website is a great resource for more Reiki information and articles.](http://www.Reiki.org)
2. [International Center for Reiki Training Facebook Page](#)
3. [Peace Grid Meditation/World Peace Project](#)
4. [Reiki News Magazine](#)
5. [Center for Reiki Research and Reiki in Hospitals Information](#)

Many Blessings,

Name of teacher

Website address

Online Teaching Tips

1. Be prepared with the online demonstrations and techniques you will teach.
2. Music. Have your music very low or off during attunements. You may have it on during the silence, just mute your computer.

Hand positions Reiki II Options for practice

1. Show hand positions in the *Reiki, The Healing Touch, Page 83*.
2. Have a family member be on the table
3. Use a Teddy bear

Peace Grid, Crystal Practice Reiki Master

1. Hold photo up to camera
2. Take a photo of yours and screen share
3. Get a Peace Grid for Reiki Master and set it up with a hard backing so you can move it. If you use crystals, glue them to the grid.

Symbol test

1. Call students one at a time
2. Student holds their symbols with symbol names to the camera.
3. Gently ask them to make corrections if needed

Class reviews

1. Email review prior to class
2. Students email their reviews back to teacher at the end of class.

Certificates

1. Screen share a certificate from class
2. Celebrate the students receiving their certificate
3. Mail certificate to the student after receiving review

Practice the Online Techniques in the Usui/Tibetan Reiki Master Training Supplement

1. Symbol Practice Online Technique
2. Hand Placement Online Practice
3. Distance Reiki Online Technique
4. Enkaku Chiryo Online Practice
5. Gyoshi ho Online Practice
6. Distant Aura Clearing Online Technique
7. Distant Healing Online Attunement
8. Usui/Tibetan Distant Attunements for Online Reiki I & II, ART/Master.

Online Technology Recommendations

The following are recommendations that have been successful for us. You may use your own way of video conferencing and teaching in-person, online Reiki classes.

Please refer to the online resources and tutorials from Zoom for additional technical assistance.)

Internet Connection

1. We recommend that you hardwire your Internet connection (use an ethernet cable to directly plug your computer into your Internet connection). This will help you avoid any issues with an unstable wifi connection, which can affect your audio quality and the overall student experience of your students. It will also increase the speed. If you have connection difficulties it may lie in using too much bandwidth. Check with your Internet provider for more information about your Internet speed.

Zoom Meeting vs. Webinar

1. Use a Zoom Meeting for your Reiki classes. A Zoom meeting gives you the ability to engage with each of your students personally, see them on the screen, and they can each talk with the others. The Zoom breakout rooms give you the ability to separate your students into private rooms of 2 or more people. The screenshare feature gives you the ability to show your students what is on your screen.
2. A webinar is different. You have limited interaction with your students. A webinar is similar to a presentation on a stage. You are talking *to* your students rather than *with* them.

Online Equipment Recommendations

Your equipment makes a difference. This list is from what has been successful for us. There may be other options. Some choices are out of stock right now. Use what you have and get these items when you can. It is ok to improve as you go.

Computer, Internet Devices

1. You will need a computer to teach online Reiki.
2. Some people use a tablet successfully.
3. I believe it would be more challenging to teach from a smart phone.

Microphone – Audio

Good sound makes a difference. This is a higher priority.

1. Get a “condenser microphone.” Amazon has many options and prices.
2. We like the Blue Yeti Microphone. On Amazon \$129
3. Earbuds are better than the computer microphone.
4. Use your computer microphone if that is all you have.

Your Sound

1. You may have your own preference in listening online.
2. You can use your computer speakers or your earbuds, headphones, etc.
3. Make sure you are comfortable and can hear your students well

Webcam - Video

1. Good images make a difference.
2. A HD webcam typically provides a better image than your computer camera.
3. We use the Logitech HD 1080 or similar. These are currently out of stock, or the price is very high, continue to check for availability on Amazon, Best Buy etc.
4. It is also fine to use your computer camera if that is all you have. You can get a HD webcam later.

Tripod

1. Just for ease. It is not necessary and a webcam on the back of a laptop screen works great.
2. We put our camera on a lightweight tripod so I can easily move and direct it. It is easier to move a tripod than your computer.
3. There are good inexpensive, lightweight tripods on Amazon. Mine goes up to 54".
4. It is possible to use your computer camera. The webcam and tripod add simplicity.

Optional – Tips

1. The following items are optional. We find it easier this way.
2. HDMI cable - hooks computer to TV. You can see everyone on your TV screen. But when you use the keyboard, you look away from the camera.
3. 2 USB 12 ft. extension cords. –
 - a. USB extension cords for your camera and microphone.
 - b. Makes it easier to move your microphone and your camera around.
4. USB Adapter - if you need more USB ports to accommodate your equipment

Ship from home

Note: If ship from home is an issue for you, or if you are outside of the US, please email center@reiki.org. They will investigate additional shipping options for you.

We recommend that you sign up on www.usps.com and ship your Reiki Manuals to your students from home. It may be slightly more expensive, but beneficial at this time of social distancing. They will deliver the shipping supplies you need. You can purchase a postage scale on Amazon. You weigh your package and pay the shipping cost online.

Shipping from home with USPS helpful tips

1. Go to <https://reg.usps.com/> to set up an account.
2. Once you are logged in highlight on Mail/Ship in the top blue bar and choose click-n-ship from the drop down
3. Where are you shipping from? Setup the return address to be your business name and address so you will always have this information available.
4. Where are sending to? Follow the steps to create the label with the name and address of the person you are sending to.
5. Enter a Shipping Date: Choose the date you wish to ship
6. Enter Package Details: choose, I am shipping Flat Rate, unless you are doing international shipments, then you will need package weight, size and value
7. Enter Package Value: skip unless this is international shipment
8. Select a Service type: Choose a Service type: choose Priority Mail and then click on blue bar for Next: Select a Service Type.
9. Choose **Flat Rate envelope**. Important to use Flat Rate for manuals because of the weight. Check current price for mailing on usps.com
10. Add Insurance and extra services: this is your choice and you can see the options available to you.
11. Click on blue bar for add to cart
12. You can check out from here (click on blue bar: Next Billing Information) or add another label for another package by starting back at step 2. Suggest you only do 10 labels at a time before checking out.
13. You will have the ability to print the labels on plain paper with a receipt once you have checked out and paid for all labels.

Note: From the home page you can choose highlight Mail and ship, and the drop down menu will give you the option to have supplies delivered for free and to set up a pickup for packages you wish to ship. We use the Priority mail flat rate envelope for one manual and to keep the costs down. Here is the link for the one we use: https://store.usps.com/store/product/shipping-supplies/priority-mail-flat-rate-envelope-ep14f-P_EP_14_F Copy and paste into your browser once you are logged into your account.

Questions and Answers

Usui/Tibetan Online Reiki Master Upgrade Class

Q. Will I be able to teach all my Reiki classes online after taking this class?

A. Yes. We have class outlines for all the Usui/Tibetan online classes. You will be able to teach the same Usui/Tibetan classes online that you are qualified to teach in person now.

Q. How can you teach Reiki classes online? Don't the Attunements need to be given in person?

A. The Attunements needed to be given in person in the past. But the Brothers and Sisters of the Light saw the problems that the Coronavirus was creating and created a higher frequency Reiki energy that allows one to teach online. Colleen and I were given this new Attunement and the specific details needed to teach this class. This new energy is provided in the new Usui/Tibetan Online Reiki Master Upgrade class.

Q. Why can't we just begin teaching online now? Why do we need to take your class?

A. Because the energy of the previous Usui/Tibetan classes did not have a high enough frequency for us to effectively give the Attunement at a distance. And also, we were not ready to receive the higher-level energy. But because we have been using the Usui/Tibetan energy all this time, our energy has evolved to the point that we are ready now.

Q. Will I still be able to teach in person?

A. Yes. There is no requirement that after taking this class that you must teach only online. You will continue to be able to teach in person too.

Q. I have extra Reiki manuals; what can I do with them if I start teaching online classes?

A. The same Usui/Tibetan manuals are used in the online classes but with the addition of a supplement that includes revised class outlines and the additional instruction needed. The supplement is sent to you for downloading when you sign up for the class. So, if you have Usui/Tibetan manuals, you will be able to use them.

Q. How much should I charge for online classes?

A. We suggest that you charge the same amount that you have been charging for your in-person classes because, with our current level of technology, the classes are easily and effectively taught online. And also, the online method is convenient for your students as there is no travel time. In addition, even though travel and personal contact are limited by the Coronavirus pandemic, your students will also be able to continue practicing and teaching and earning an income.

Q. Are class certificates available for the online classes?

A. Yes, they are available to Professional members on the Reiki Membership website.

Q. I don't know much about computers; how will I be able to do this?

A. Included in this class is a tutorial on how to use your computer to teach online classes.

Q. Why is your online training class so expensive?

A. The price is based on the value of what is being taught. As an example, after taking the Upgrade class, you will be able to continue teaching your classes and earning income.

Q. Does the new Attunement provide only the ability to teach online, or does it have other benefits?

A. Yes, in addition to giving you the ability to teach online, the new Attunement will upgrade your Usui/Tibetan energy as well, making it stronger and more apparent in how it is blessing your life.

Q. How can I tell if I should take this class?

A. If you are asking this question, I suggest that you carefully reread the information, and if you are still not sure, I suggest that you meditate about it and let your intuition guide you.