EVENT REQUESTOR: REGISTRY TRAINING GUIDE

1) Login to the Event Management System (EMS) at https://reservations.bloomu.edu/EmsWebApp/Default.aspx to reserve space on campus. Your "Husky ID" login is the same your network login.

2) Schedule the event by taking the following steps:

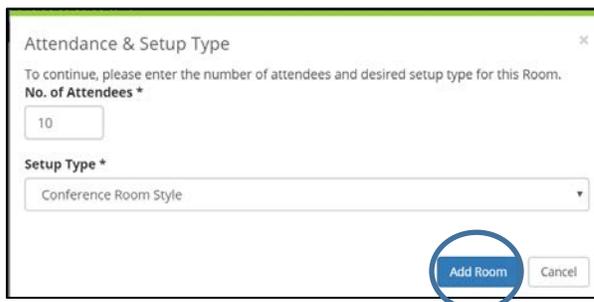   a) Choose the type of event space that you will require under the "My Reservation Templates" and select "book now."

   b) Enter the event details and press "Search" to view all available rooms that match the event criteria.
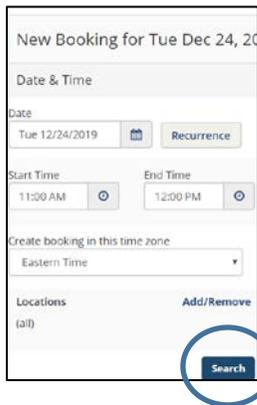
   c) Choose a room using the ⊕ button to the left of the preferred room name.

   d) Enter additional details for attendance and setup type and select "Add Room."

e) Once all affected rooms are selected, press "Next Step."

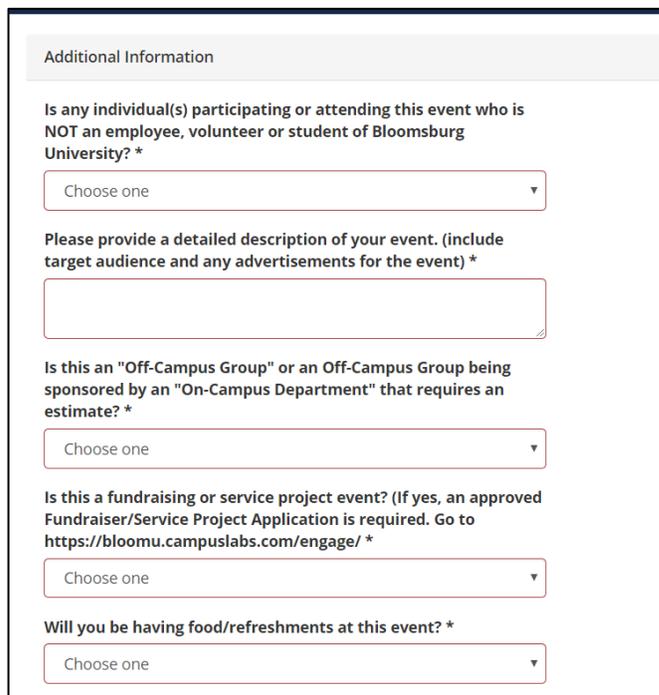f) Continue with additional reservation details as required and continue to press "Next Step" to advance through the reservation.

g) Enter all "Reservation Details".
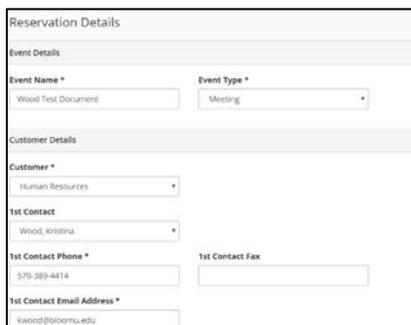
h) Answer required reservation details under "Additional Information" that assist in determining compliance requirements for PRP 2410 – Background Screening, Protection of Minors, And Volunteerism, as well as other university requirements.

i) The first question about participants is used to determine if the event is an internal only event.

  i. If internal participants only participate/attend, then this is considered an internal only event and compliance with PRP 2410 does not require additional documentation (e.g. department meeting).

  ii. If "Yes" is selected indicating the participation of external individuals, then compliance is further documented by pressing "Add/Remove" to describe the individual roles.

j) Please choose from the following options to indicate the role of the external participants.

k) Answer all required questions and create the reservation by selecting "Create Reservation."

l) A message stating that the reservation has been created will appear if the reservation was successful.

m) The EMS Administrator will now review the event and email further instructions to the Program Administrator if compliance with PRP 2410 is required.

3) Once your event is scheduled and reviewed within EMS, the appropriate EMS Administrator will send you instructions for Registry completion via email.

 a) Begin the online registry process. The online registry process replaces paper forms for Minor's Participation and General Public event requests.

 b) Board of Governors policy 2014-01-A and Bloomsburg University policy PRP 2410 state that all program requirements must be met 30 days in advance of the program start date. In order to allow for processing time, please submit all required information to Shea Good at least **45 DAYS prior to your event**. Your event may be **DENIED** if you fail to comply within the stated guidelines.

4) Log into the registry at https://biztalkapps.buad.bloomu.edu:8083 using your Husky ID (do not include the @bloomu.edu) and network password.

5) Choose the event from the Event Requestor dropdown, if necessary. The system will default to the last event registered. Choose the Program Administrator's name.

Program Administrator - An employee or official university volunteer who is managing a program and has an Active Directory account. The event Program Administrator is responsible for managing the event and collecting required documentation.


6) Designate the individual who will answer the questions (the person who is knowledgeable about the event attendees). The event attendees determine what compliance requirements are necessary. Choose from the following options:

- OPTION 1 - **Create a Program Administrator Link** – Choose this option if the Program Administrator is knowledgeable about the attendee population.

- OPTION 2 - **Create an external link** – Choose this option if someone external to the university is knowledgeable about the attendee population (neither you nor the Program Administrator can answer questions about the attendee population). Examples may be external coaches, camp counselors, or club soccer team.

- OPTION 3 - **Continue to questions** – Choose this option if you are knowledgeable about the attendee population and will answer the Registry questions.
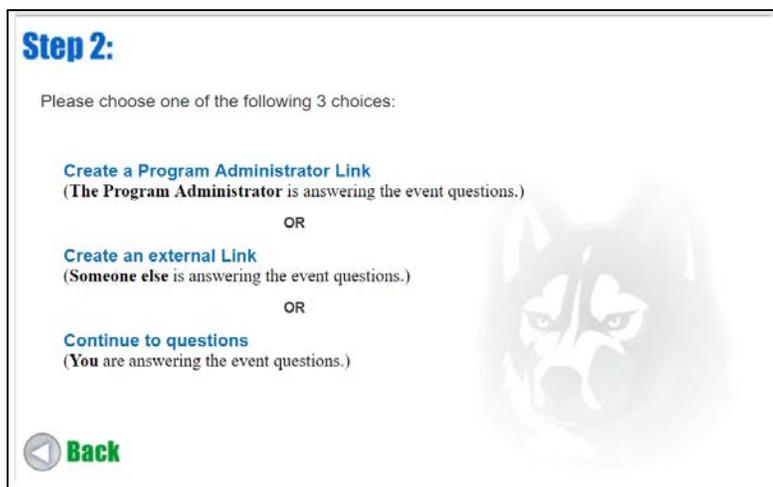
OPTION 1

Create a Program Administrator Link

Optional entries are copy line (CC:) and Additional Body Text. Enter information and press "Send Email."

OPTION 2

Create an external link

Enter First Name, Last Name and Email address of Program Liaison (external person) as well as additional Event Notes and press "SUBMIT."

OPTION 3

Continue to questions

Continue through guided event attendee questions by answering and pressing the green arrow.

7) The Registry determines compliance requirements, based upon the provided answers, and ultimately provides a message detailing action(s) to be taken. After reading the action message, press "SUBMIT."

8) Once "SUBMIT" is pressed, a link to a webpage specifying required documentation is provided.

9) Click on the link to obtain important compliance information. Follow the compliance requirements listed on this page.

Please note that only internal Program Administrators can upload collected documentation as required.