

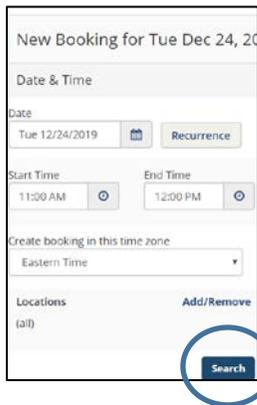
EVENT REQUESTOR: REGISTRY TRAINING GUIDE

- 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.”



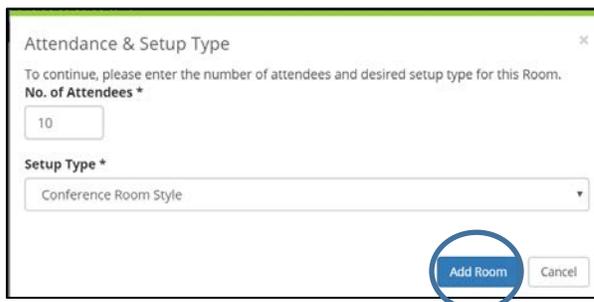
The screenshot shows the 'My Reservation Templates' page. At the top, there are links for 'SITE HOME' and 'MY HOME'. Below this, a list of reservation templates is displayed, each with a 'book now' button and an 'about' link. The templates include: All Monty's Facilities, All KUB Facilities, Auditorium, Auditorium - Performing Arts Facilities, Classroom, Computer Lab, Conference Room, and Conference Room - MCHS 1131 (Auto Reserve).

- b) Enter the event details and press “Search” to view all available rooms that match the event criteria.



The screenshot shows the 'New Booking for Tue Dec 24, 2019' form. It includes fields for 'Date & Time', 'Date' (Tue 12/24/2019), 'Recurrence', 'Start Time' (11:00 AM), and 'End Time' (12:00 PM). There is a dropdown for 'Create booking in this time zone' set to 'Eastern Time'. Below these fields is a 'Locations' section with '(all)' and an 'Add/Remove' link. A blue circle highlights the 'Search' button at the bottom of the form.

- 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.”



The screenshot shows the 'Attendance & Setup Type' dialog box. It contains a text input field for 'No. of Attendees *' with the value '10'. Below it is a dropdown menu for 'Setup Type *' with 'Conference Room Style' selected. At the bottom, there are two buttons: 'Add Room' (highlighted with a blue circle) and 'Cancel'.

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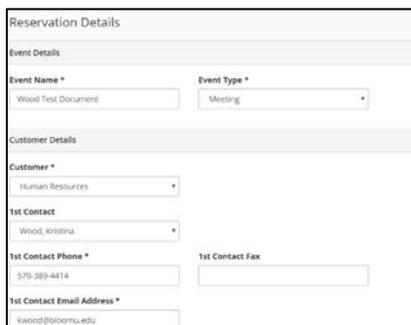
e) Once all affected rooms are selected, press “Next Step.”



The screenshot shows a web interface for a reservation system. At the top, there are three steps: '1 Rooms', '2 Services', and '3 Reservation Details'. Below this, there is a 'New Booking for Tue Dec 24, 2019' section. On the right side, there is a 'My Cart (1)' icon and a green 'Create Reservation' button. A blue circle highlights a 'Next Step' button in the top right corner.

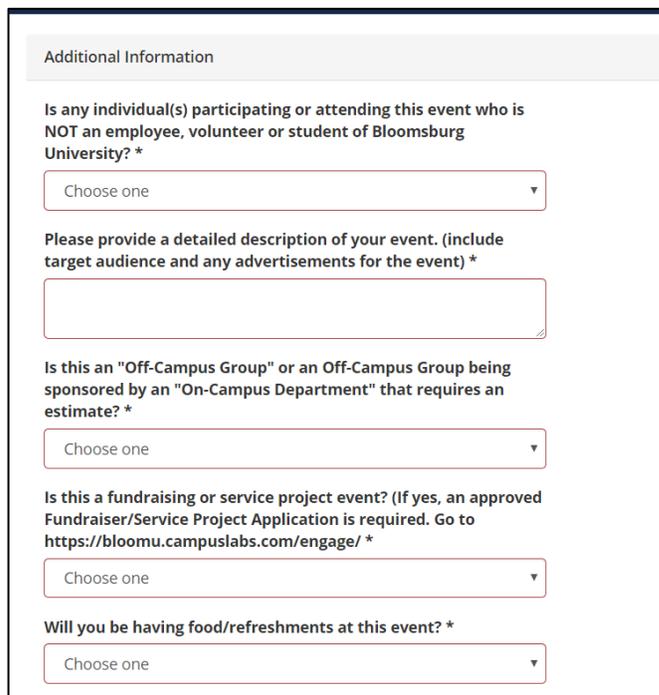
f) Continue with additional reservation details as required and continue to press “Next Step” to advance through the reservation.

g) Enter all “Reservation Details”.



The screenshot shows a 'Reservation Details' form. It is divided into two main sections: 'Event Details' and 'Customer Details'. Under 'Event Details', there are fields for 'Event Name *' (with the value 'Wood Text Document') and 'Event Type *' (with a dropdown menu showing 'Meeting'). Under 'Customer Details', there are fields for 'Customer *' (with a dropdown menu showing 'Human Resources'), '1st CONTACT' (with a dropdown menu showing 'Wood, Kristina'), '1st Contact Phone *' (with the value '570-389-4414'), '1st Contact Email Address *' (with the value 'kwood@bloomu.edu'), and '1st Contact Fax'.

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.



The screenshot shows an 'Additional Information' form. It contains five questions, each with a dropdown menu for the answer:

- Is any individual(s) participating or attending this event who is NOT an employee, volunteer or student of Bloomsburg University? *
- Please provide a detailed description of your event. (include target audience and any advertisements for the event) *
- Is this an "Off-Campus Group" or an Off-Campus Group being sponsored by an "On-Campus Department" that requires an estimate? *
- Is this a fundraising or service project event? (If yes, an approved Fundraiser/Service Project Application is required. Go to <https://bloomu.campuslabs.com/engage/> *)
- Will you be having food/refreshments at this event? *

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



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- 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.

Additional Information

Is any individual(s) participating or attending this event who is NOT an employee, volunteer or student of Bloomsburg University? *

Yes ▾

What is the role of this non-BU individual(s)? (Select all that apply) *

Add/Remove

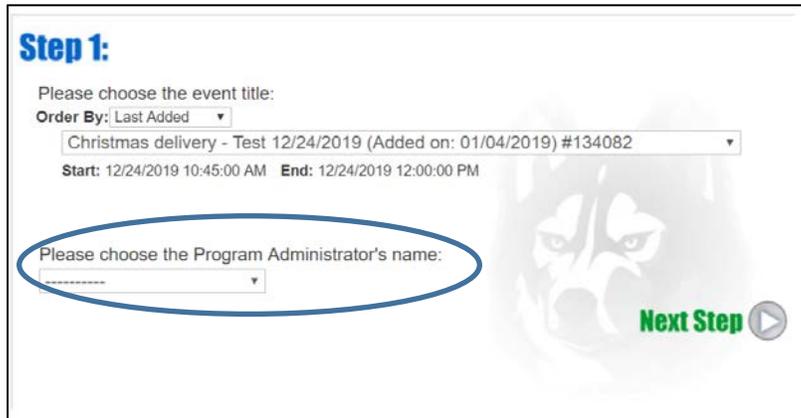
- j) Please choose from the following options to indicate the role of the external participants.

- Guest Speaker, Presenter, Performer, DJ, Candidate
- Vendor
- Coach or Official
- Other Adult Participant or Attendee
- Minor Participant or Attendee

- 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.

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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.



Step 1:

Please choose the event title:

Order By: Last Added ▾

Christmas delivery - Test 12/24/2019 (Added on: 01/04/2019) #134082 ▾

Start: 12/24/2019 10:45:00 AM End: 12/24/2019 12:00:00 PM

Please choose the Program Administrator's name:

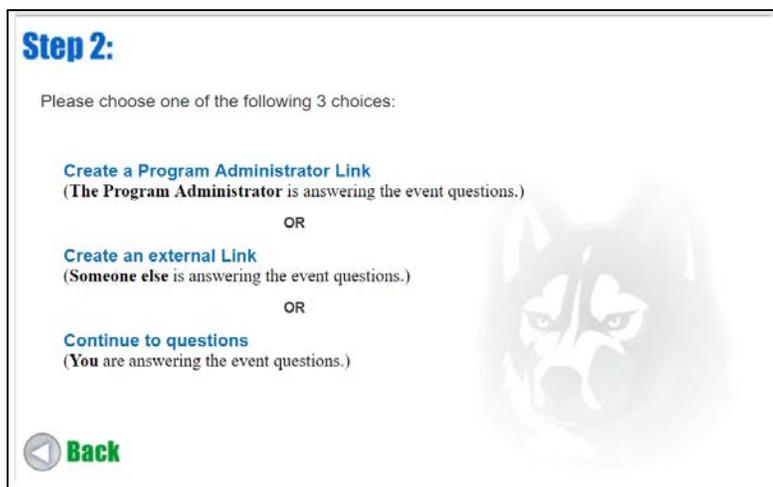
▾

Next Step ▶

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.



Step 2:

Please choose one of the following 3 choices:

Create a Program Administrator Link
(The Program Administrator is answering the event questions.)

OR

Create an external Link
(Someone else is answering the event questions.)

OR

Continue to questions
(You are answering the event questions.)

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OPTION 1

Create a Program Administrator Link

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

The screenshot shows an email composition window. The 'To' field contains 'KWOOD@BLOOMU.EDU'. The 'CC' field contains 'Bloomsburg University Email Form For Christmas delivery - Test 12/24/2019 (Add...)'. The 'Body' field contains the following text: 'No more than 100 email messages can have been distributed at an individual who can answer the requests questions related to the event. In order for the event to be approved, all of the questions must be answered. Please click on the link provided below to begin the registration process. Please follow the link: [link]'. Below this, there is a section for 'Additional Body Text' with a text area and a 'Send Email' button.

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."

The screenshot shows a form titled 'Please enter the following information about the external individual:'. It has three input fields for 'First Name', 'Last Name', and 'Email'. Below these is a larger text area for 'Event Notes'. At the bottom left is a 'Back' button and at the bottom right is a green 'SUBMIT' button.

OPTION 3

Continue to questions

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

The screenshot shows a question in an event registry. The question is 'Is this an event sponsored by Bloomsburg University?'. There are two radio button options: 'Yes' and 'No'. A green play button is located to the right of the 'No' option. At the bottom left is a '<< Back' button.



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- 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."

Christmas delivery - Test (12-24-19) (Added on: 01/04/2019) #134082

Start: 12/24/2019 10:45:00 AM End: 12/24/2019 12:00:00 PM

Event Scheduler: Kristina Wood (KWOOD@BLOOMU.EDU)

Program Administrator: Kristina Wood (KWOOD@BLOOMU.EDU)

Please answer the questions below...

Thank you for registering this event. This event requires compliance with PRP 2410: Background Screening, Protection of Minors, Volunteerism. This event requires certification that minors are under the care, custody, and control of an Authorized Adult and completion protection of minors documentation.

SUBMIT

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

Christmas delivery - Test (12-24-19) (Added on: 01/04/2019) #134082

Start: 12/24/2019 10:45:00 AM End: 12/24/2019 12:00:00 PM

Event Scheduler: Kristina Wood (KWOOD@BLOOMU.EDU)

Program Administrator: Kristina Wood (KWOOD@BLOOMU.EDU)

Please answer the questions below...

Thank you for completing the questions. You will be notified upon approval of this event. Events will not be approved until the required forms are completed. If any forms appear below, please submit them to the Human Resources Office.

Please follow this link for further instruction:
<http://www.bloomu.edu/event-clearance-administration>

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

Bloomsburg University
OF PENNSYLVANIA

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Bloomsburg University Camp, Conference, and Event Requirements

Thank you for scheduling your event at Bloomsburg University of Pennsylvania. Local policy requires all program employees or volunteers to successfully complete –OR– certify compliance with the Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check, and FBI Federal Criminal History Record.

The event Program Administrator or Program Liaison is responsible for appropriate document submission as described in the **Required Documentation** section below.

Required Deadlines

All documentation must be submitted thirty (30) days prior to the event start date per **Bloomsburg University's Background Screening, Protection of Minors, Volunteerism Policy**.

Event Cancellation

Events not in compliance with required documentation **thirty (30) days prior** to the event start date. Events not in compliance are subject to cancellation by the university.

Important Definitions

Authorized Adults: Individuals, paid or unpaid, who may have direct contact, interact with, treat, supervise, chaperone, or otherwise oversee minors. This includes all employees, but is not limited to faculty, staff, coaches, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and contractors. Roles of authorized adults or program staff include, but are not limited to, positions as counselors, chaperones, coaches, instructors, health care providers, and outside providers conducting programs in leased facilities. This definition does not include temporary guest speakers, presenters, or other individuals who have no direct contact with program participants other than short-term activities supervised by program staff, or fellow students whose only role is as a participant in the education, services, or program offered.

Minor (Child): A person under 18 years of age. Minors may be enrolled undergraduate/graduate students; students "dualy enrolled" with the university and in elementary, middle, or high school; employees; or participants in program activities.

Background Clearance Compliance Contacts

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