



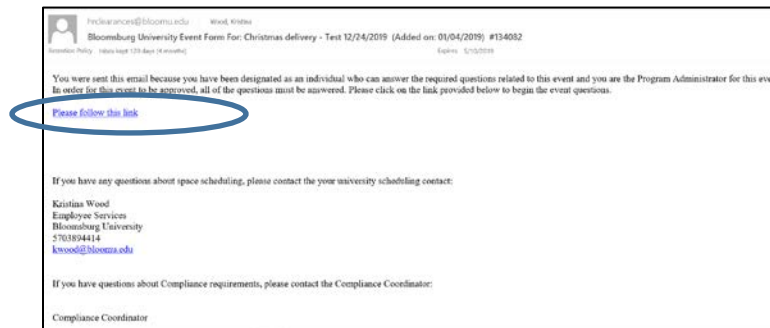
## PROGRAM ADMINISTRATOR: REGISTRY TRAINING GUIDE

1) The Program Administrator will receive an email with instructions from [hrclearances@bloomu.edu](mailto:hrclearances@bloomu.edu).

**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, collecting, uploading and retaining required documentation.

2) Depending upon the event specifics, you may receive one of two email types shown below.

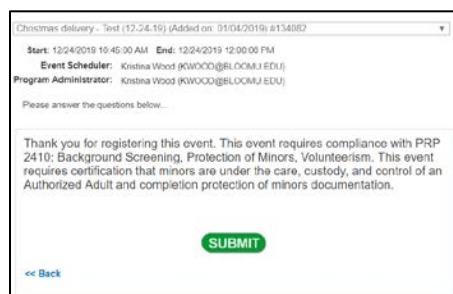
- a) The first of the two possible emails contains a link to answer questions pertaining to the event attendees. You will receive this link if the Event Requestor was unable to answer these questions.
  - i. Select “Please follow this link” to answer the Registry questions pertaining to event attendees.



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



- iii. 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.”





## PROGRAM ADMINISTRATOR: REGISTRY TRAINING GUIDE

- iv. 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>

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

The screenshot shows the Bloomsburg University website with a navigation menu and a main content area. The main content area is titled "Bloomsburg University Camp, Conference, and Event Requirements" and contains the following text:

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**

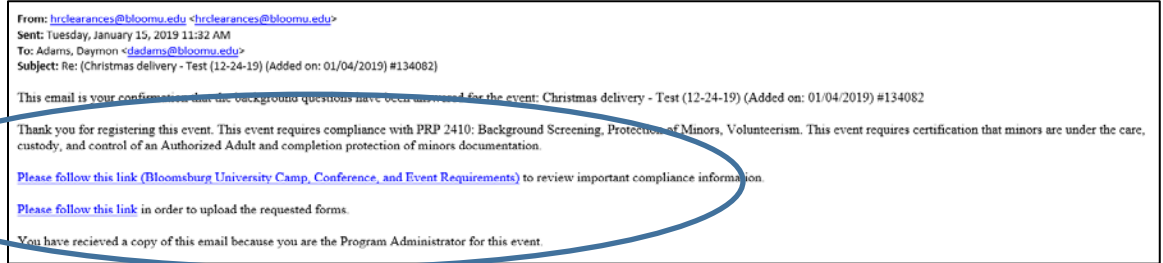
*Please note that only internal Program Administrators can upload collected documentation as required.*

- b) The second of the two possible emails contains a link directly to the Registry. This email is received if event attendee questions were answered by the Event Requestor. This link enables you to view event details and provide all required compliance documentation.
- i. Two links are available from this email. Select the appropriate link to either view the compliance requirements webpage or to enter the Registry to upload compliance documentation.



## PROGRAM ADMINISTRATOR: REGISTRY TRAINING GUIDE

- ii. The first [link](#) leads to the “Bloomsburg University Camp, Conference, and Event Requirements webpage, which contains important compliance information for your reference. Follow compliance requirements listed on this page.



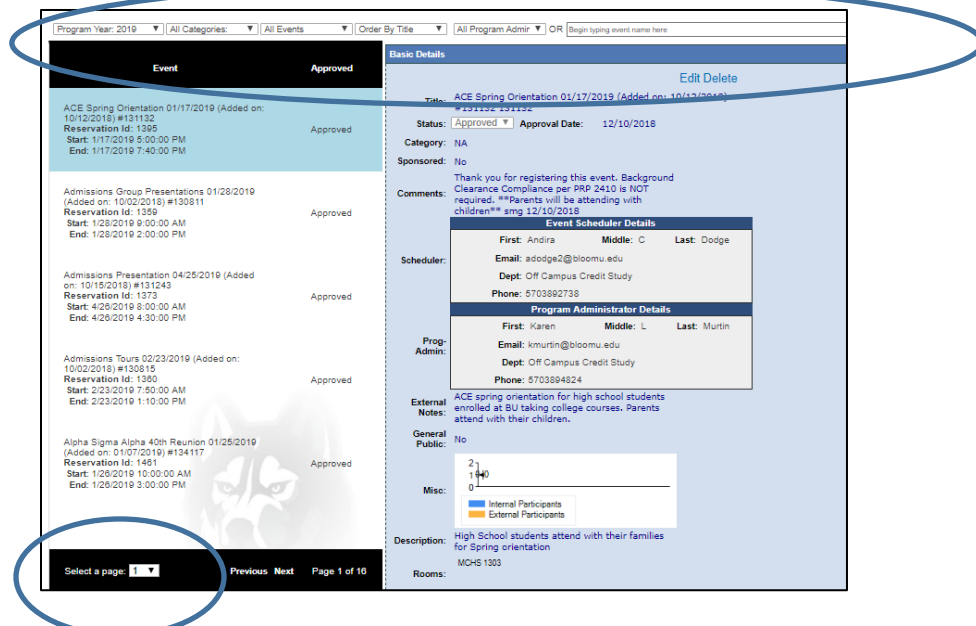
### Bloomsburg University Camp, Conference, and Event Requirements webpage



- iii. Follow the second link to go directly to the Registry to upload event documentation and request event approval.

### 3) Review your event and upload compliance documentation to the Registry.

- i. Locate your event by navigating through the pages or use the search filters.





## PROGRAM ADMINISTRATOR: REGISTRY TRAINING GUIDE

- ii. Review specific event details. Each of the section headers may be expanded to review related information.

**Event Details** Edit Details

Title: Christmas Delivery - Test 12/24/2019 (Added on: 01/24/2019) #134982 134982

Status: Approved Approval Date:

Category: Int

Sponsored: No

Comments:

**Event Scheduler Details**

First	Middle	Last	Phone
Kristina		Lynn	
Email: kxvnl@bloomu.edu			
Dept: Employee Services			
Phone: 5703564414			

**Program Administrator Details**

First	Middle	Last	Phone
Kristina		Lynn	
Email: kxvnl@bloomu.edu			
Dept: Employee Services			
Phone: 5703564414			

Event Admin:

General Public: No

Max: 2

Min: 0

Internal Participating Adults: 0

External Participating Adults: 0

Description: Christmas Delivery

Event Questions

Forms Submissions

Internal Participating Adults

External Participating Adults

Event

Forms to be completed for this event:

- iii. Expanding the Event Questions header enables viewing of the event specific questions that were previously entered in the system.

**Event Questions**

**Event Questionnaire**

Is this an event sponsored by Bloomsburg University?  
Yes

Is an employee(s) or volunteer(s) responsible for the care, custody or control of participating minors?  
Yes

- iv. Expanding the Forms Submissions header enables you to upload the event documentation that is required for compliance. **Required documentation is listed within the Program Administrators Guide** as follows:
  - i. List of Participating Adults
  - ii. Certification of Compliance (if applicable)
  - iii. Event Participant Parental Consent Form
  - iv. Medical Information and Consent for Emergency Treatment
  - v. Photo and Video Consent Form
  - vi. Code of Conduct and Mandatory Reporter Acknowledgements (if applicable)
  - vii. *Post-Event*: Program Orientation – Authorized Adults/Program Volunteers
  - viii. *Post-Event*: Program Orientation for Minors and Parents
- b. Files may be dragged and dropped or use the “Select File” option to locate the document. Drag and drop files and must be a .pdf or .doc file.

**Forms Submissions**

Clearance(s):

No Files have been uploaded for this event.

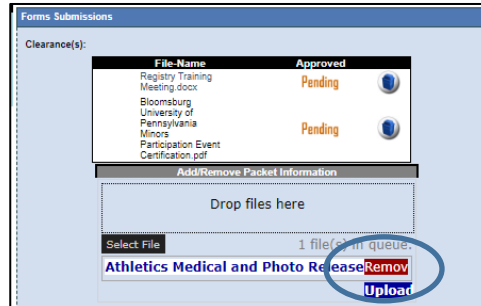
Add/Remove Packet Information

Drop files here

Select File Please select file(s) to upload.

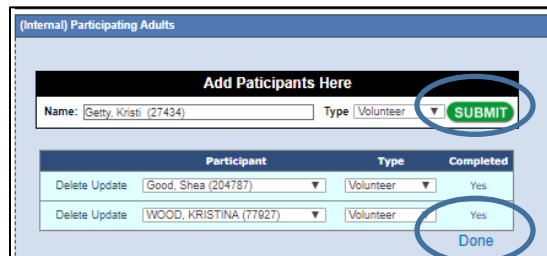
## PROGRAM ADMINISTRATOR: REGISTRY TRAINING GUIDE

- c. Press “Upload” once to add the file or “Remove” to cancel the upload.



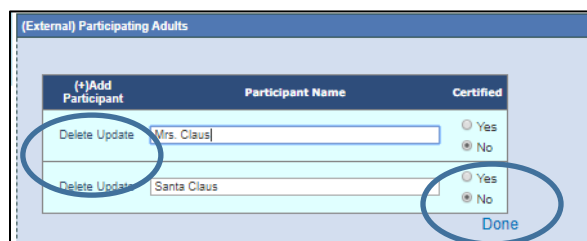
The screenshot shows a 'Forms Submissions' window. At the top, there is a table with columns 'File-Name' and 'Approved'. Two rows are visible, both with 'Pending' status and a blue circular icon. Below the table is a section titled 'Add/Remove Packet Information' with a 'Drop files here' area. Underneath, there is a 'Select File' button and a file name 'Athletics Medical and Photo Release' with a 'Remove' button and an 'Upload' button. The 'Remove' and 'Upload' buttons are circled in blue.

- d. If a List of Participating Adults was not uploaded as referenced above, please enter each authorized adult within the Internal Participating Adults section. Only Bloomsburg University employees or official volunteers with active directory accounts may be selected. Enter some portion of the individual’s name for an auto-search, press “SUBMIT” and then “Done” when ready to add.



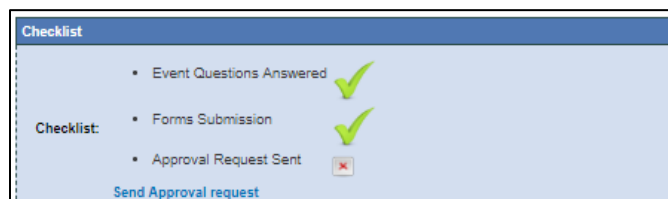
The screenshot shows the '(Internal) Participating Adults' section. It features an 'Add Participants Here' header, a search form with 'Name' (containing 'Getty, Kristi (27434)') and 'Type' (set to 'Volunteer'), and a 'SUBMIT' button circled in blue. Below is a table with columns 'Participant', 'Type', and 'Completed'. Two rows are shown: 'Good, Shea (204787)' and 'WOOD, KRISTINA (77927)'. The 'Done' button at the bottom right is also circled in blue.

- e. If External Participating Adults require entry, press “Add Participant”, enter the individual names and press “Update” and “Done” when ready to add. The Compliance Coordinator will enter a value under “Certified.”



The screenshot shows the '(External) Participating Adults' section. It has a '(+)Add Participant' button circled in blue. Below is a table with columns 'Participant Name' and 'Certified'. Two rows are shown: 'Mrs. Claus' and 'Santa Claus'. The 'Certified' column has radio buttons for 'Yes' and 'No'. The 'Done' button at the bottom right is circled in blue.

- f. Once the event is ready for approval, go to the “Checklist” section and “Send Approval request”.
- i. The event is ready for approval once all pre-event documentation is collected and uploaded. Post-event documentation (orientation documents) can be added after the event begins.



The screenshot shows a 'Checklist' window. It contains a list of tasks: 'Event Questions Answered' (checked with a green checkmark), 'Forms Submission' (checked with a green checkmark), and 'Approval Request Sent' (unchecked with a red X). Below the list is a 'Send Approval request' button.



## **PROGRAM ADMINISTRATOR: REGISTRY TRAINING GUIDE**

- g. The Compliance Coordinator reviews and moves the event to an “Approved” status once all pre-event documentation is received.
- h. After the event occurs, the Compliance Coordinator will review the post-event documentation and move the status to “Closed” once received. These records will regularly be audited for completion.

### **ADDITIONAL INFORMATION: REGISTRY DEFINITIONS**

**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, collecting, uploading and retaining required documentation.

**Program Liaison** – An external party who is managing a program and does NOT have an Active Directory account. When the event is external, the EMS Administrator acts as the Program Administrator, but creates an external Registry link to enable the Program Liaison to answer event questions.

**EMS Administrator** – Reviews and releases space, typically within EMS. This EMS Administrator communicates with external Program Liaisons and Human Resources (Compliance Coordinator, Registry Administrator) throughout the process.

**Event Requestor** – Requests space within the EMS Scheduling system and may answer Registry questions on behalf of the Program Administrator.

**Registry Administrator** – The Registry Administrator is the individual who oversees all protection of minors documentation and approves events within the Registry (Compliance Coordinator or Assistant Director of Human Resources).