EMS ADMINISTRATOR: REGISTRY TRAINING GUIDE
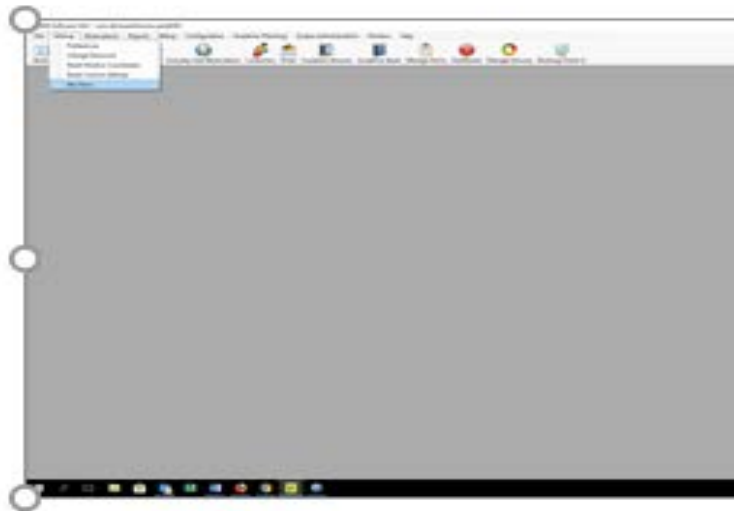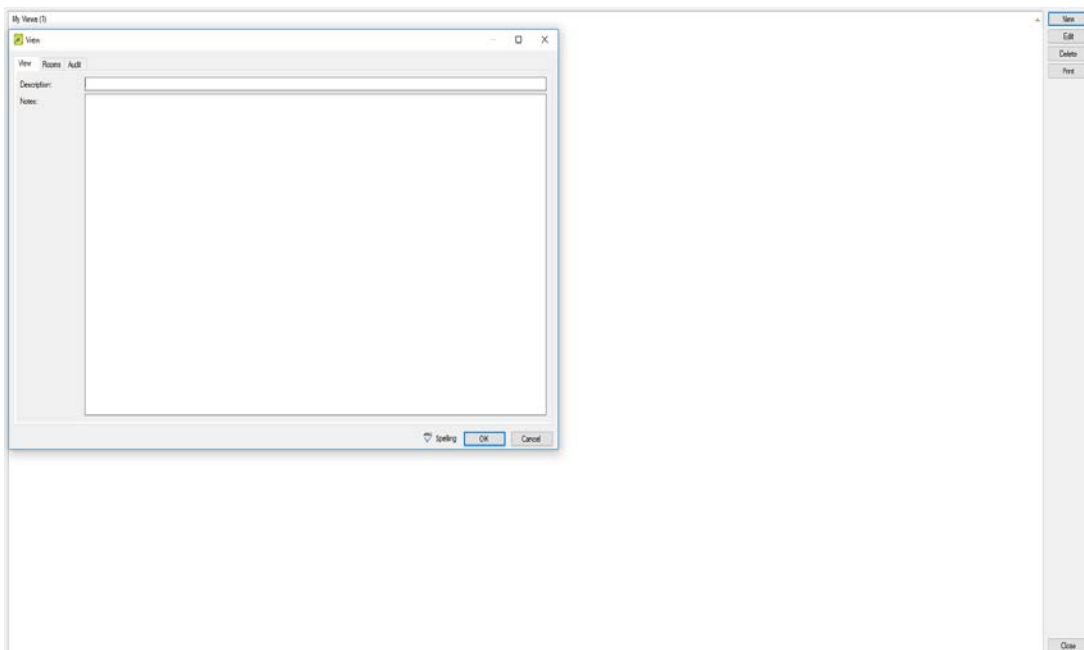
1. **Create My View.** This will control what rooms you will see in the registry.
   a. Settings
      i. My View
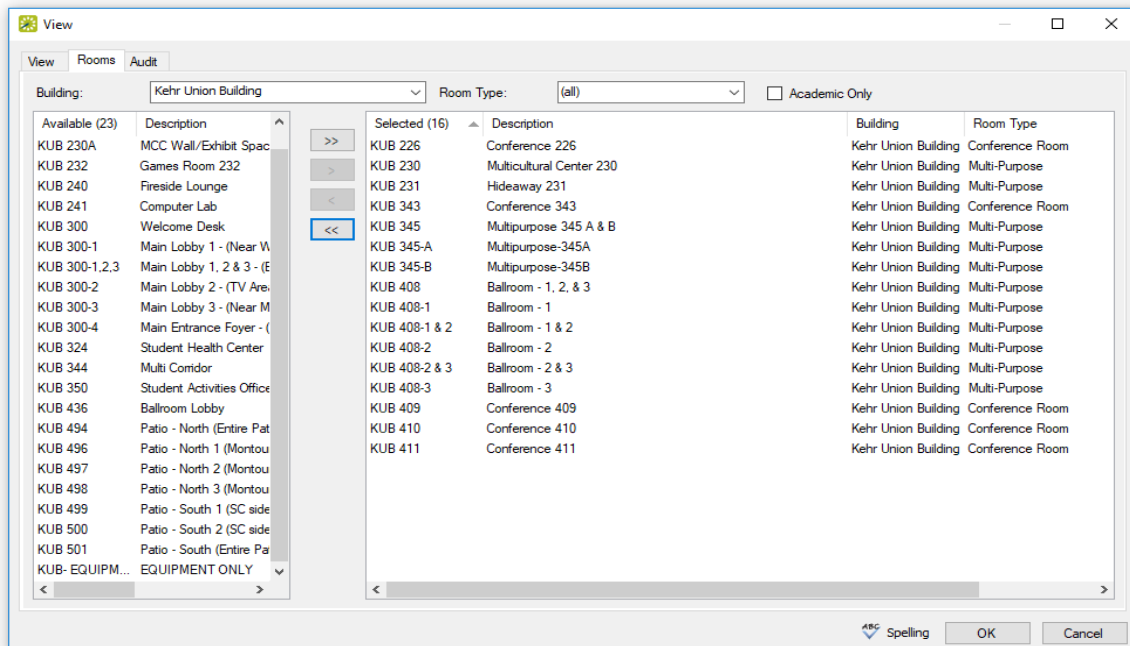

         1. Select New
            a. Add description (name your view)

b. Select the rooms that you control/schedule

c. Click ok to Save

2. Update EMS Users.
a. Mark users as inactive that are no longer EMS Schedulers/Administrators.

3. Setup message for email confirmation header.
Email to the web user/event requestor. The web user/event requestor will determine who the Program Administrator is within the registry. See example email below.

a. *This request is PENDING clearance approval.*

As the program administrator for this event, you will need to complete the new online registry questions. This new process replaces the old paper forms for Minor's Participation and General Public request.

*All required information should be submitted to Shea Good at least **45 DAYS prior to your event**. Your event may be **DENIED** if you fail to comply by the recommended due date.*

Please log into the registry at https://biztalkapps.buad.bloomu.edu:8083 using your Husky ID (do not include the @bloomu.edu) and network password. Choose the event from the Event Requestor dropdown, and then answer the questions related to that event. This is required for each reservation created in EMS that indicates Non-BU participants will be attending.

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Once you answer the questions, you should receive a message that this event does not require compliance or additional information/actions are needed. Answers to these questions will also determine if your event is considered a "General Public" event.

Any questions regarding this process should be directed to Shea Good, Compliance Coordinator in the Human Resources Department at 570-389-2725 or via email at sgood@bloomu.edu.

I will not be able to confirm your reservation request until I receive notification that Human Resources has determined this event to be in compliance.

For Bloomsburg University Camp, Conference, and Event Requirements, please visit http://intranet.bloomu.edu/event-clearance-administration

Thank you!

1. **Status – Pending Clearance Approval.** Use this status for all request that require Program Administrators to answers questions within the registry. Do not confirm until HR has released/approved the event.

2. **User Defined Fields (UDF).** EMS Administrator are required to check the answers to these questions for each reservation request.
    a. **Non-BU Participants? Is any individual(s) participating or attending this event who is NOT an employee, volunteer or student of Bloomsburg University**? (an answer is required, regardless of who enters the request)
        i. **No (Internal Only)** Clearances are not required
        ii. **Yes** Required to answer the next question
            1. **Non-BU Participants Role? What is the role of this non-BU individual(s)? (Select all that apply)**
                a. **Guest Speaker, Presenter, Performer or Candidate** - Registry link NOT required
                b. **Vendor -** Registry link NOT required
                c. **Coach or Official -** change status to Pending Clearance Approval and send email confirmation with link to registry.
                d. **Other Adult Participant or Attendee -** change status to Pending Clearance Approval and send email confirmation with link to registry.

e. **Minor Participant or Attendee -** change status to Pending Clearance Approval and send email confirmation with link to registry.

3. **Confirm request after HR approves the event.**
4. **Add Comment to reservation** if there are no forms to attach. Compliance Registry Completed and Approved.
5. **Auto Reserve Spaces –** EMS Administrators should be checking UDF's for these confirmed reservations**.**

Few things to remember

- Student are not permitted access to the registry, only BU Advisors for Student Organizations can access the registry.
- Non-BU employees and advisors are not permitted access to the registry. Example: Aramark, BU Foundation, Community Activities, etc… You will need to send them paper forms for now.
- Must be on a BU Secure Network to access the registry.
- Group like bookings under 1 reservation for single entry. Multiple reservations will require multiple entries in the registry.