# PROGRAM ADMINISTRATOR: REGISTRY TRAINING GUIDE

1) The Program Administrator will receive an email with instructions from 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.

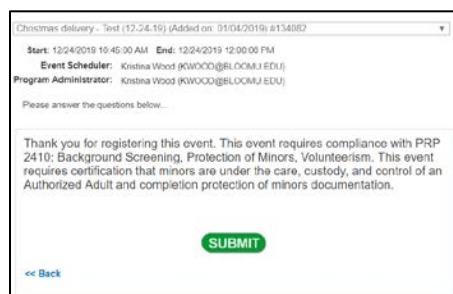2) Depending upon the event specifics, you may receive one of two email types shown below.
   a) The first of the two possible emails contains a link to answer questions pertaining to the event attendees. You will receive this link if the Event Requestor was unable to answer these questions.

       i. Select "Please follow this link" to answer the Registry questions pertaining to event attendees.
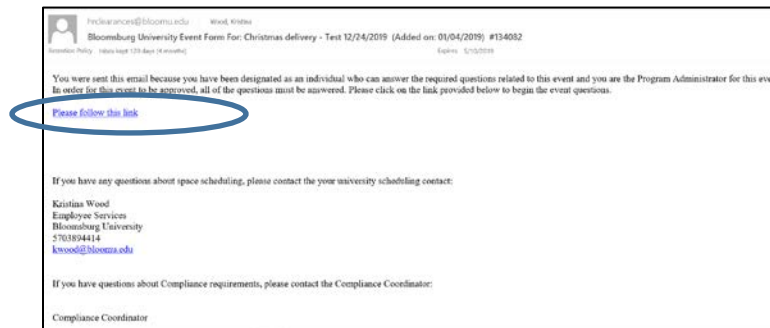
       ii. Continue through guided event attendee questions by answering and pressing the green arrow.

       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."

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

v. 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.

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.

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.

From: hrclearances@bloomu.edu <hrclearances@bloomu.edu>
Sent: Tuesday, January 15, 2019 11:32 AM
To: Adams, Daymon <dadams@bloomu.edu>
Subject: Re: (Christmas delivery - Test (12-24-19) (Added on: 01/04/2019) #134082)

This email is your confirmation that the background questions have been answered for the event: Christmas delivery - Test (12-24-19) (Added on: 01/04/2019) #134082

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.

Please follow this link (Bloomsburg University Camp, Conference, and Event Requirements) to review important compliance information.

Please follow this link in order to upload the requested forms.

You have recieved a copy of this email because you are the Program Administrator for this event.

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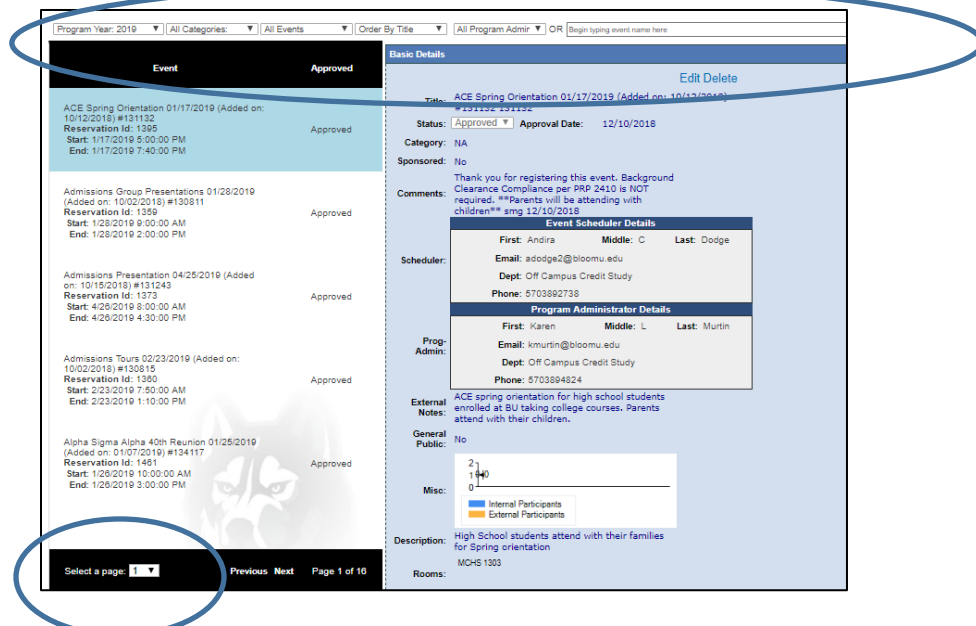
ii. Review specific event details. Each of the section headers may be expanded to review related information.

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

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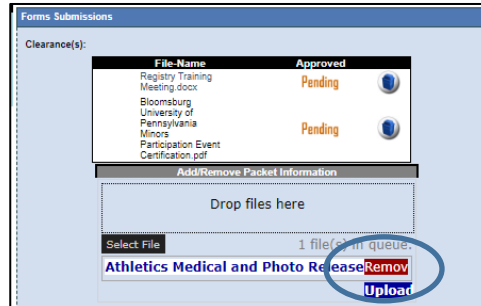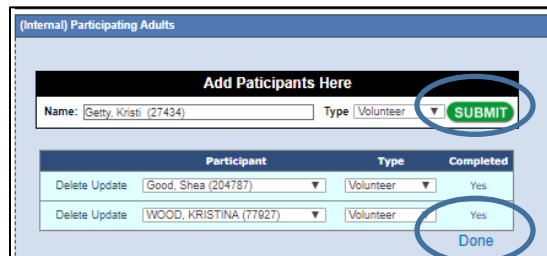
c. Press "Upload" once to add the file or "Remove" to cancel the upload.
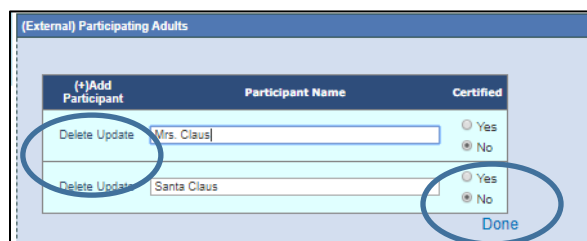
d. If a List of Participating Adults was not uploaded as referenced above, please enter each authorized adult within the Internal Participating Adults section. Only Bloomsburg University employees or official volunteers with active directory accounts may be selected. Enter some portion of the individual's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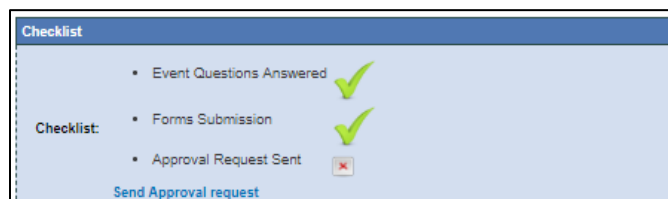

e. If External Participating Adults require entry, press "Add Participant", enter the individual names and press "Update" and "Done" when ready to add. The Compliance Coordinator will enter a value under "Certified."

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.

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).