

EVENT REQUESTOR: REGISTRY TRAINING GUIDE

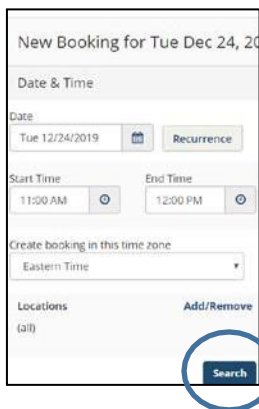
- 1) Login to the Event Management System (EMS) at <https://reservations.bloomu.edu/EmsWebApp/Default.aspx> to reserve space on campus. Your “Husky ID” login is the same your network login.
- 2) Schedule the event by taking the following steps:
 - a) Choose the type of event space that you will require under the “My Reservation Templates” and select “book now.”




The screenshot shows the 'My Reservation Templates' section of the EMS. It lists various facility types with 'book now' and 'about' buttons for each:

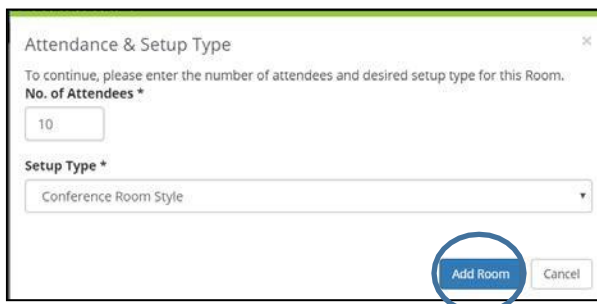
Facility Type	Book Now	About
All Monty's Facilities	book now	about
All KUB Facilities	book now	about
Auditorium	book now	about
Auditorium - Performing Arts Facilities	book now	about
Classroom	book now	about
Computer Lab	book now	about
Conference Room	book now	about
Conference Room - MCHS 1131 (Auto Reserve)	book now	about

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



The screenshot shows the 'New Booking' form for Tuesday, December 24, 2019. The form includes fields for Date, Start Time (11:00 AM), End Time (12:00 PM), and Time Zone (Eastern Time). A 'Search' button is circled in blue 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 prompts the user to enter the number of attendees and the desired setup type for the room. The 'No. of Attendees' field contains the value '10'. The 'Setup Type' dropdown menu is set to 'Conference Room Style'. The 'Add Room' button is circled in blue at the bottom of the dialog.

EVENT REQUESTOR: REGISTRY TRAINING GUIDE

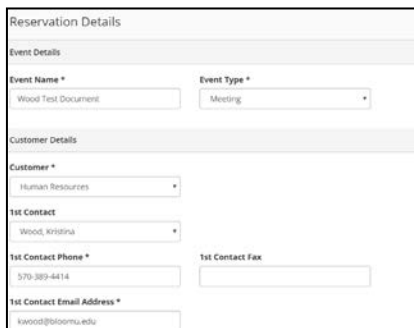
e) Once all affected rooms are selected, press “Next Step.”



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.

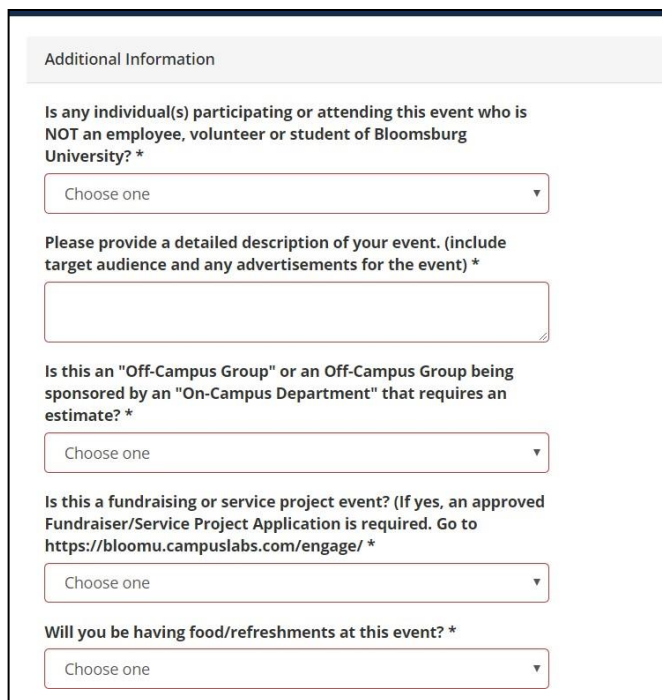
f) Continue with additional reservation details as required and continue to press “Next Step” to advance through the reservation.

g) Enter all “Reservation Details”.



The screenshot shows the '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 set to 'Meeting'). Under 'Customer Details', there are fields for 'Customer *' (with a dropdown menu set to 'Human Resources'), '1st Contact' (with a dropdown menu set to '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 the '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.



EVENT REQUESTOR: REGISTRY TRAINING GUIDE

- 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

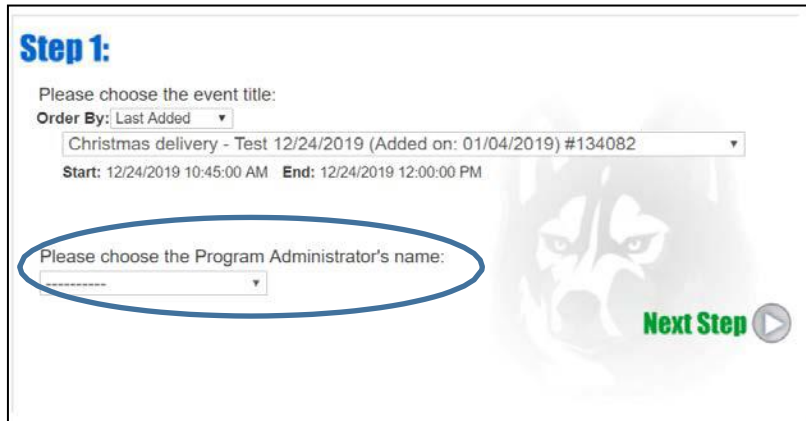
Other Adult Participant or Attendee

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 the Compliance Coordinator in Human Resources, 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.

EVENT REQUESTOR: REGISTRY TRAINING GUIDE

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 ▾

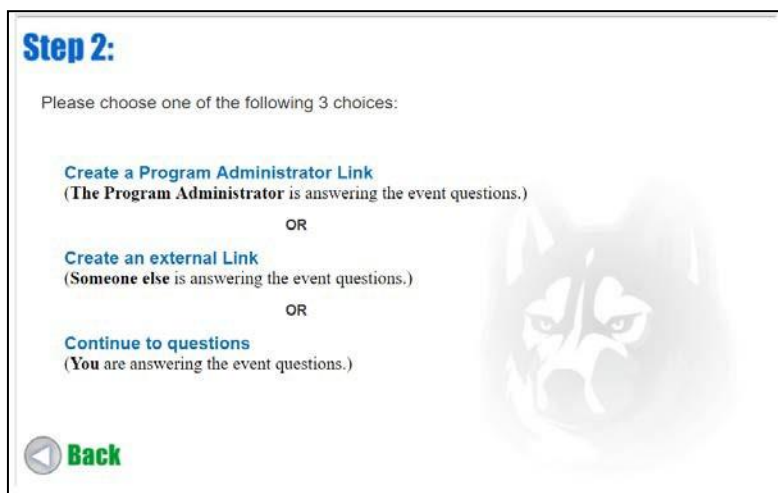
Start: 12/24/2019 10:45:00 AM End: 12/24/2019 12:00:00 PM

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.)

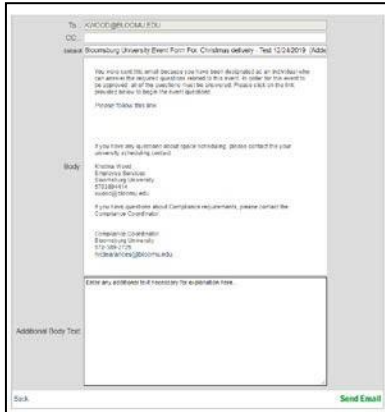
◀ Back

EVENT REQUESTOR: REGISTRY TRAINING GUIDE

OPTION 1

Create a Program Administrator Link

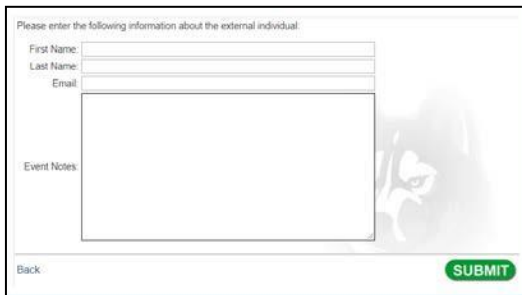
Optional entries are copy line (CC:) and Additional Body Text. Enter information and press "Send Email."



OPTION 2

Create an external link

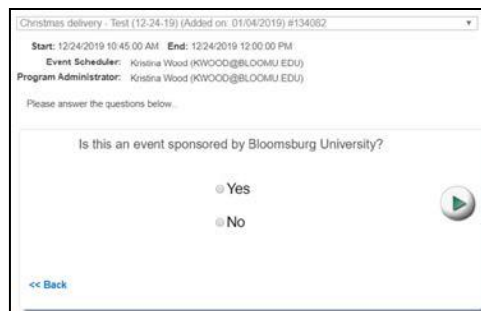
Enter First Name, Last Name and Email address of Program Liaison (external person) as well as additional Event Notes and press "SUBMIT."



OPTION 3

Continue to questions

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





EVENT REQUESTOR: REGISTRY TRAINING GUIDE

- 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

<< Back

- 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

CURRENT STUDENTS | FACULTY AND STAFF | A-Z Index

About Us | Admissions | Undergraduate Studies | Graduate Studies | Today's News | Student Life | Support BU | Alumni | Athletics

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.