



# Youth Program Registration User Guide

THE UNIVERSITY OF  
**ALABAMA**<sup>®</sup>

*Division of*  
Finance and Operations  
Compliance, Ethics, and Regulatory Affairs

# Youth Program Registration User Guide

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### **Compliance, Ethics, and Regulatory Affairs**

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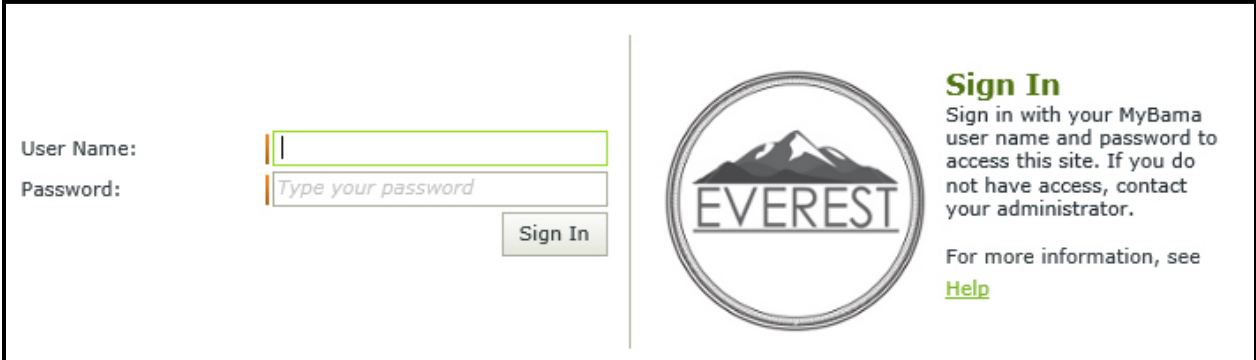
This guide will help answer questions users may have while completing the Youth Program Registration Form. The Office of Compliance, Ethics and Regulatory Affairs will work to accommodate any issues that arise for departments submitting a program or activity using this form.

For more information regarding the completion of the online registration form, contact the Office of Compliance, Ethics, and Regulatory Affairs at 205-348-2334, [youthprotection@fa.ua.edu](mailto:youthprotection@fa.ua.edu).

### Step One: Everest Sign In

The UA program contact who will be submitting the online registration form on behalf of the program will [log in to Everest](#) using their myBama username and password.

All activities or programs, including programs owned or operated by external entities, will need a UA Program Contact that represents the department, college, or student organization responsible for the program. In the case of external programs, this person serves as the liaison between UA and the external entity. The UA Program Contact must be a UA employee and is responsible for registering the external activities or programs.



The screenshot shows a sign-in interface for the Everest system. On the left, there are two input fields: "User Name:" with a single character in the field, and "Password:" with the placeholder text "Type your password". A "Sign In" button is positioned below the password field. To the right of the input fields is a circular logo featuring a mountain range and the word "EVEREST" in a banner across the bottom. Further to the right, the text "Sign In" is displayed in green, followed by instructions: "Sign in with your MyBama user name and password to access this site. If you do not have access, contact your administrator." Below this, it says "For more information, see" followed by a green "Help" link.

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### Step Two: Program Registration Dashboard

Once logged in, users will be directed to the online registration dashboard. On this page, users will see the “New Youth Protection Program Request” button at the top of the page. Click on the button to start a new registration form.

Once you click the button, a new program form will open up in a new tab.



**Tip:** At any point, you can click **save** at the bottom of the form and come back to the form where you left off.

All unfinished forms will be listed by their program name on the online registration main page under “Saved Request.” Once a saved form is complete and submitted, it will be listed either under the “Submitted Request” list or the “Completed Request” list on your user dashboard.

Program Name	Start Date	UA Contact	Status	Form Link
BITS Camp 2019	1/7/2019	Potthoff, Tracie	SAVED	<a href="#">Click here to open request</a>

Program Name	Start Date	UA Contact	Status	Form Link
Tracie's FAIT Camp 2018	9/10/2018	Potthoff, Tracie	PENDING	<a href="#">Click here to open request</a>
FAIT Testing Changes 12-2018	12/10/2018	Potthoff, Tracie	PENDING	<a href="#">Click here to open request</a>
Tracie's BITS camp 2018	12/17/2018	Potthoff, Tracie	PENDING-CERA Review	<a href="#">Click here to open request</a>

Program Name	Start Date	UA Contact	Status	Form Link
BITS Camp ASB 2019		Potthoff, Tracie	DECLINE	<a href="#">Click here to open request</a>

### Step Three: Completing the Registration Form

All fields are required to be completed on the form. The comments at the end of the form are only required if the form is returned for edits.

#### 1. Program Name

This is required to be completed in order to submit the registration form for approval and will be the name used for the program on your dashboard.

#### 2. UA Contact Person

The field for UA contact person will auto fill to the name of the person logged in and editing the form.

#### 3. UA College / Division

This field should contain the UA College / Division that will be sponsoring or hosting the program.

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## 4. Program Owner

If you are registering a program operated by an external entity or third-party, select “external entity” in this field. You will see a field appear that requests the full legal name of the entity.

Program Name: Public Speaking Camp  
Program Owner: Potthoff, Tracie  
External Entity: Speak Out USA  
UA College/Division: [Select an item]  
UA Department: [Type a value]  
UA Contact Email: tpotthoff@fa.ua.edu

## 5. Program Contacts

Use this section to add program contacts and designate their role. These contacts will be included in communication to the program.

*At least one program contact is required to be assigned the program director role.*

Program Contacts  
Add Edit Delete  
Use this section to add all contacts who are responsible for the program and to designate their role. These individuals will be included on communications to the program. NOTE: At least one individual must be designated as the Program Director.

Name	Role	Email	Phone
(Add new row)			

## 6. Program Format and Classification

Select the format that describes your program and check all descriptors that apply.

Program Format: [Select an item]  
Program Classification: Check all descriptors that apply. This information will be used for reporting purposes.  
 Academic  Research  
 Athletic  UA Student Class Requirement  
 Community Outreach  UA Student Group Activity  
 Recruiting  Other: Please Specify [Type a value]

## 7. Program Schedule

Use this section to specify the start and end date(s) of the program. Multiple sessions may be added when programs are repeated with exactly the same activities, staff, and age group of participants.

Schedule  
Add Edit Delete  
Use this section to specify the start and end dates for the program. If this program is repeated with exactly the same staff, activities, and age group of participants, multiple sessions may be added.

Session Number/Name	Start Date	End Date
(Add new row)		

Users cannot add a second session once the form has been completed and approved; you must start a new registration.

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## 8. Location and transportation

Fill all the fields out in this section, additional transportation is not a required field.

## 9. Participants

Enter the correct number of participants from your program for each age range provide on the form. The form will provide the estimated number of staff required for each age range and number of participants you provided.

The [policy](#) describes a specific ratio for the number of staff to participants that is required to be considered an approved program. It is important to tell us how many participants in the selected age range(s) you are expecting to attend. Please include an estimated number here, even if it is not a final count.

## 10. Services Required

Use this section of the form to indicate which University services you will need. Based on your selections, additional instructions will be displayed.



**Tip:** The Appropriate departments will be notified of your selection, but it is still your responsibility to contact them to make arrangements.

**Services Required**

Please be aware that additional steps will be required to reserve or arrange the services listed below.

- Will participant meals be provided through Bama Dining (dining halls or catering)?
- Will your program need on-campus lodging through Housing and Residential Communities?
- Will program participants, parents, or program staff require on-campus parking?
- Will your program make use of University Recreation facilities or grounds (pools, Rec Centers, Rec fields, etc.)?
- Do you require assistance with on-campus traffic control (including drop-off/pick-up times)?
- Will your program require transportation assistance through Crimson Ride/UA Transit?
- Will outdoor activities be conducted on University grounds other than the Rec fields?

- o Contact Bama Dining at [bamadiningcampusUA@gmail.com](mailto:bamadiningcampusUA@gmail.com).
- o Provide the [Bama Dining Special Diet Accommodation Form for Campers](#) to participants/staff who need assistance with food allergies/sensitivities.
- o Complete the [2018 Housing Application](#) - Housing is only available 5/16/2018 - 7/27/2018.
- o Contact Parking Services at 205-348-0024 to make parking arrangements.
- o Complete the [online registration](#) or email [urevents@ua.edu](mailto:urevents@ua.edu).
- o Contact UAPD for assistance with traffic control.
- o Complete the [Charter Request Form](#) or contact Crimson Ride at 205-348-7433 or [crimsonride@ua.edu](mailto:crimsonride@ua.edu).
- o Complete an [Application for Use of Campus Grounds](#).

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## 11. Program Documentation

Links to all documentation templates are provided within the form.

- You must confirm if you are going to use an alternate template.
- If the alternate template option is selected, a pop-up message will show further instructions.
- If you select “not applicable,” CERA will validate that and determine if that documentation is needed.

The screenshot shows the 'Program Documentation' form. It has three main sections: 1. Forms, 2. The following information must be attached below, and 3. Additional Items Required for Programs Owned by External Entities. In the 'Forms' section, there is a table with columns for 'Form/Template', 'Description', and 'Confirmation'. A blue arrow points to the 'Confirmation' column, which contains a dropdown menu with the text 'An alternate form will be used.' and 'Select an item'. An 'Attachment' pop-up window is overlaid on the form, displaying a warning icon and the text 'Please attach an alternate form below.' with an 'OK' button.

## 12. Background Checks for External Entity

If you indicated that the program is owned or operated by an external entity, you will have to choose between two processes to have background checks completed.

The screenshot shows the 'Background Checks for External Programs' form. It contains a paragraph of text explaining the requirements for background checks. Below the text are two checkboxes with corresponding instructions: 1. The external entity may conduct background checks through a vendor of their choice, at their own expense, as long as they provide written certification that all staff have been checked AND as long as the checks conducted meet University standards as explained in the Guide for Youth Programs. 2. The external entity may choose to partner with the University's background check provider, Risk Mitigation. The University will pay for background checks conducted through the Risk Mitigation Portal, but the external entity will be responsible for managing the process and evaluating the results. This process must be initiated well in advance of the program to allow sufficient time to make the arrangements, and a separate contract will be required. At the bottom, it states: 'Your registration cannot be approved until a completed Background Check Certification statement is received.'

## Step Four: Submitting the Form

### 1. Affirmation

Read all of the statements in the affirmation carefully and check each box to indicate that you understand the requirements and expectations.

### 2. Submitting Your Program Registration Form

Once all the required information has been completed, click “Submit” at the bottom of the form.

A confirmation email with additional instructions will be sent to all of the listed program contact.

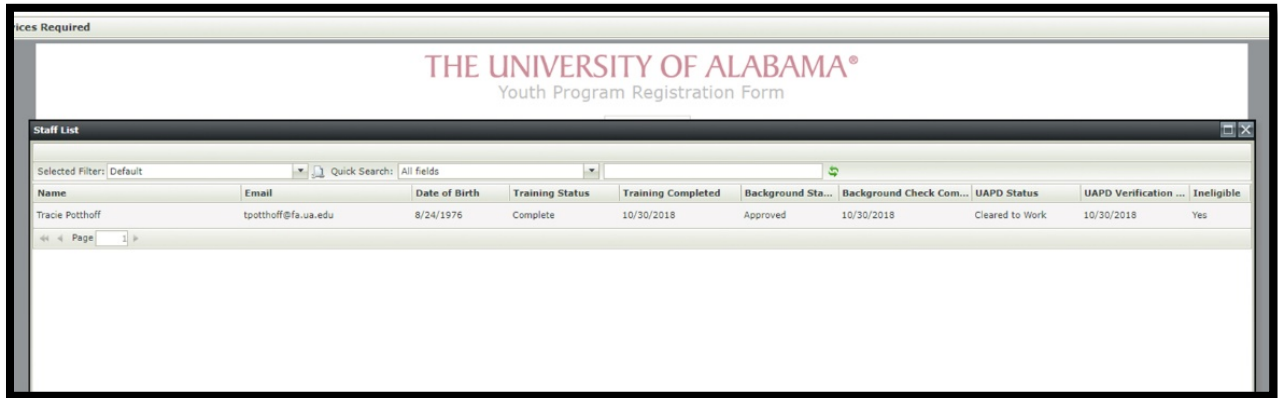
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### Reviewing Your Submitted Programs

From the dashboard, you can click on a program name that has been submitted to view the form.

### Reviewing Program Staff List

If you click the green “Staff Information” button at the top of the submitted program registration form, you can see a listing of your staff and their status of training requirements, background check, UAPD status and if they are eligible to work and/or volunteer.



The screenshot shows a web interface for the University of Alabama Youth Program Registration Form. At the top, it says "ices Required" and "THE UNIVERSITY OF ALABAMA® Youth Program Registration Form". Below this is a "Staff List" window. The window has a search bar with "Selected Filter: Default" and "Quick Search: All fields". Below the search bar is a table with the following columns: Name, Email, Date of Birth, Training Status, Training Completed, Background Sta..., Background Check Com..., UAPD Status, UAPD Verification ..., and Ineligible. The table contains one row for Tracie Potthoff with the following data: Name: Tracie Potthoff, Email: tpothoff@fa.ua.edu, Date of Birth: 8/24/1976, Training Status: Complete, Training Completed: 10/30/2018, Background Sta...: Approved, Background Check Com...: 10/30/2018, UAPD Status: Cleared to Work, UAPD Verification ...: 10/30/2018, Ineligible: Yes. At the bottom of the table, there is a pagination control showing "Page 1".

Name	Email	Date of Birth	Training Status	Training Completed	Background Sta...	Background Check Com...	UAPD Status	UAPD Verification ...	Ineligible
Tracie Potthoff	tpothoff@fa.ua.edu	8/24/1976	Complete	10/30/2018	Approved	10/30/2018	Cleared to Work	10/30/2018	Yes