Programs Involving Minor Participants Online Registration User Guide

This guide will help answer questions users may have while completing the Programs Involving Minor Participants Online 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 Compliance, Ethics, and Regulatory Affairs Coordinator, Dr. Marcy Huey, at mhuey@fa.ua.edu or 205-348-2335.

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, both University or third party hosted, will need a UA Program Contact that represents the department, college, or student organization and is responsible for the direction or operation of the activities or programs. In the case of third party activities or programs, this person serves as the liaison between UA and the third party personnel. The UA Program Contact must be a full-time UA employee and is responsible for registering the third party activities or programs.

Step Two: Program Registration Main Page
Once logged in, users will be directed to the online registration main page. On this page, users will see the “New Program Involving Minor Participants Request” button in the middle of the page. Click on the button to start a new registration form.

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 removed from this list.
Step Three: Completing the Registration Form

After clicking the “New Program Involving Minor Participants Request” button on the main page, users will be directed to the registration form. **ALL** fields provided on the form should be completed to successfully submit.

Throughout the process of completing the form, users may be prompted by pop-up text boxes. **Do not ignore these messages.** These messages notify users if information entered is incorrect, if requirements established by the policy are not being met or if other actions should be taken outside of completing this form.

**Program Name and Description**
These two fields are required to be completed in order to submit the registration form for approval.

**UA Contact Person**
The field for UA contact person will auto fill to the name of the person logged in and editing the form. If a user is submitting the form on behalf of a UA contact person, that field should be edited to list the UA contact person.

**Program Sponsor Name**
This field should contain the name of the person or organization that will be sponsoring the program.

**Program Director Name**
This field should contain the name of the person who will be physically present during the time of the program, directing the event.

**Program Start Date Field and the Overnight Checkbox**
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Use the calendar icon beside the “Program Start Date” field to select the program start date.

Please select an estimated date if the program start date has not been finalized.

If the overnight checkbox is selected, users will receive a pop-up message detailing the dates overnight on-campus housing is available. Completing this registration form does not reserve housing for a program. All programs should contact UA Housing and Residential Communities to schedule on-campus housing.

Participants Age Range

Select the age range of program participants; users can select more than one option. Once the age range(s) are selected, enter the number of participants that are expected to attend to program for each age range(s).

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 a number here, even if it is not a final count. If you do not meet this ratio, you will revive a warning message when submitting a finalized form. This will NOT prohibit you from submitting the form, but it is an alert that you may need additional information.
If you receive this message, please contact Compliance, Ethics, and Regulatory Affairs Coordinator, Dr. Marcy Huey, at mhuey@fa.ua.edu or 205-348-2335 for assistance.

**Program Staff List**

Users will add each staff member, individually, to this section of the form. Select the “add” button under the “Program Staff List” heading to add a new staff member. Be prepared to provide the staff member’s name, email, phone number, and select if they are over 18.

![Program Staff List](image)

Users will also be required to select a staff type, tell us if a background check has been performed, select if the required training has been completed as defined in the policy and select if this staff will have nurse duties during the program.

![Program Staff List](image)

**Training requirements and background checks** - We will help to verify all Training requirements and background checks if you do not have documentation to support your selections for this portion of the online form. [Review required training in the policy and handbook](#).

**Nurses Duties** – If this box is selected for a staff member, they will be emailed information on medical contacts and the location of medical facilities. They will also be asked to sign an electronic form that will be kept on file with UA. **Staff members must be 19 or older to be selected for nurse duties.**

**Staff Members Under the age of 18** – For any staff member under the age of 18, users should submit a parent/guardian name and email address. We will not accept a personal email or phone number for a staff member under the age of 18. Parents/guardians of staff who are under 18 will receive the background check approval for their child at the email address that is provided in this section.

*Emails regarding the process of running a background check will be sent to the email address users proved for each staff member. Staff members have three days to respond to a background check request once it is emailed to them. The University of Alabama Department of Human Resources will be reviewing the background checks. Please ensure email addresses provided in this section are correct and that staff members (or parents/guardians) are aware that they will be emailed request for background check to facilitate this process.*
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Staff Over the Age of 18

80% of staff must be over the age of 18. If the staff information doesn’t meet these requirements, a warning message will be generated.

Program Attachments

To add/upload a document to the online form, click on the “add” button under “Program Attachments”. Enter the name of the document in the “Name” field, then select which document will be uploaded from the “Type” field dropdown menu. Click on the “Click here to attach file” text under the “File” field to upload the document.

Users must upload ALL required documents detailed in the policy and handbook to successfully submit this form. We understand that users applying for summer 2017 programs will have limited time to gather all of the required documentation. Please do not let this section of the form stop you from submitting a request. If users do not have the required documents they can upload a blank document or a duplicate document in the place of each missing attachment and contact the Compliance, Ethics, and Regulatory Affairs Coordinator for assistance.

Step Four: Submitting the Form

Once a user provides all the required information, the form can be submitted. The form will first be reviewed by the Compliance, Ethics, and Regulatory Affairs Coordinator, Dr. Marcy Huey. From there, the form will be reviewed by appropriate groups on campus for further approval. This could include Risk Management, UAPD, HR, Emergency Preparedness, Grounds Use, and others as needed. If the registration is not accepted, or if there is an issue with information that should be resubmitted, the UA contact person listed on the form will be contacted by Dr. Huey.

For more information regarding the policy, online registration form or this user guide, please contact the Compliance, Ethics, and Regulatory Affairs Coordinator, Dr. Marcy Huey, at mhuey@fa.ua.edu or 205-348-2335.