Youth Program Registration Form User Guide

This guide will help answer questions users may have while completing the Youth Program Registration form. The Office of Compliance, Ethics and Regulatory Affairs (CERA) 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 CERA at 205-348-2334 or youthprotection@fa.ua.edu.

1. Using DocuSign

The UA program contact who will be submitting the online registration form on behalf of the program will need to submit their name and email address to begin the DocuSign form registration process. This will be the address used for correspondence about the registration status.

Click “Begin Signing” to begin the registration process.

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.

2. Agree to Use Electronic Record and Signature Disclosure

Once logged in, users will be asked to agree to use electronic records and signatures with DocuSign. Select the box provided to agree to the terms and select “Continue” to proceed with the form.
3. Program Registration Information

Forms must be completed in one session. The DocuSign document is easy to use and provides additional information and guidance through the registration process. To begin, users should click on the “Start” tab at the top left hand side of the screen. This tab will move as you navigate through the entire document. Users can navigate through the fields on their own using their mouse or the tab key, if they prefer.

All boxes that are outlined in red are mandatory fields. Users will not be able to submit the form if any of these fields are not completed.

Throughout the process of completing the form, users will see yellow pop-up boxes on each field that provide guidance and additional details about the requested information.
4. Schedule
These fields in this section should be as detailed as possible. Users are required to submit a start and end date for the program, camp or activity, as well as select a type of program format. Users should describe the program schedule to indicate meeting frequency, duration, and any additional scheduling details.

<table>
<thead>
<tr>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date:</strong></td>
</tr>
<tr>
<td><strong>End Date:</strong></td>
</tr>
<tr>
<td><strong>Program Format:</strong></td>
</tr>
<tr>
<td><strong>Describe the program schedule:</strong></td>
</tr>
</tbody>
</table>

5. Participants Age Range
Users are required to enter the estimated number of participants that are expected to attend to program for each age range(s) and the estimated number of staff for the program.

No ranges should be left empty, please complete empty fields with the number “0”.

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.

After the form has been received by CERA, users will be prompted by email to submit a completed Staff Information Form before the start date of the program. Full staff listings are not required to submit this form.
6. Services Required

Users should check all UA services that may be needed for the planning of their program. Please note that additional steps will be required to reserve or arrange these services for the program.

![Services Required](image)

7. Program Attachments

To add/upload a document to the online form, click on the yellow paperclip button under “Program Documentation”. Multiple files may be attached at one time. Items marked with an asterisk (*) are required.

Users have the option of faxing documents, but it is preferred if all documentation is attached electronically to the form.

![Program Documentation](image)
Users must upload **ALL** required documents detailed in the [Guide for Youth Programs and Activities](#) to successfully submit this form.

8. **Signing the Form**

Once a user provides all the required information, the form can be signed and submitted. Users must electronically initial and sign where indicated under the “Affirmation” section of the form.

Once a user clicks on the “Sign” icon, they will be prompted to sign their name. Users can do this with a mouse, using a finger if on a touch screen device, or by typing their name and selecting a style for their signature.

*Users will see a Review section on fourth page. That page is for reviewer use only. When the form is completed, this is where any reviewer comments will be displayed.*
9. Submitting the Form

Once a user has signed the form, they must select “Finish” to submit the application. Users can download or print a copy of the form they submitted by click on the download or print icon at the top of the page.

10. Notification of Completion

<table>
<thead>
<tr>
<th>Notifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>As a courtesy, the following departments will receive a copy of this registration form. Those marked by asterisks (*) must review the form and provide input before an approval determination will be made.</td>
</tr>
<tr>
<td>Bama Dining, Compliance, Ethics, and Regulatory Affairs*, Emergency Preparedness, Grounds Use, Human Resources, Housing*, Risk Management*, Title IX, Transportation Services,UA Police Department*, University Recreation</td>
</tr>
</tbody>
</table>

The form will be reviewed by The Office of Compliance, Ethics, and Regulatory Affairs. 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 a representative from the Office of Compliance, Ethics, and Regulatory Affairs.

Users will be notified via the email address provided in the form when their application has been processed. The completed form will be given a status of

- Approved,
- Approved Pending Staff Verification
- Approved Pending Actions Described
- Declined
If a registration form is marked as anything other than “Approved”, it will have notes and information provided.

When the form is processed, users will receive an email with a pdf attachment and a link that reads “View Completed Documents.” Users should click on the link or open the pdf attachment to see the approval status of their application in the Review section at the bottom of the fourth page.

For more information regarding the policy, online registration form or this user guide, please contact The Office of Compliance, Ethics, and Regulatory Affairs at 205-348-2334 or youthprotection@fa.ua.edu.