

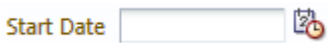


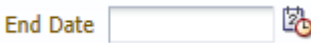
USER'S GUIDE FOR PROGRAMS WITH MINORS REGISTRATION

NEW PROGRAM/ACTIVITY


1. Go to Risk Management web page. In the Resources menu listed at the bottom left corner, select "Child Safety at USD". On the menu on the right, select "Program Registration System". Sign in using your MySanDiego username and password.

2. Click **Create Event** tab .

3. Enter **Start Date**  First day attendees will be on campus/at program.


4. Enter **End Date**  Last day attendees will be on campus/at program.

5. Click drop down arrow for **Host**


* Host 

The host is the sponsoring department. Examples: Music, Athletics.

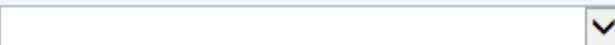
6. Enter **Event Name**:

* Event Name 

7. Enter **Event Description**:

* Event Description 

8. Enter **Primary Location**:

* Primary Location 

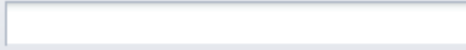
This is the building or field where the majority of the activities will take place.

9. Enter **Primary Coordinator** :

* Primary Coordinator 

This must be a USD employee. Enter the first letters of the last name for a drop down list

10. Enter **Alternate Coordinator**:

Alternate Coordinator 

This must be a USD employee. Enter the first letters of the last name for a drop down list. Must use a name from the drop down. If you do not see the name, send an email to HR-MOC@sandiego.edu and we will find work with ITS to make sure the employee's name is listed

11. Enter **Background Check Initiator**:

* Background Check Initiator

This is the person assigned to your department. Enter the first letters of the last name for a drop down list.

12. **Overnight Stay:** Overnight Stay? Check for YES. ☐

If the program includes overnight stays on campus, check the “YES” box.

13. **Numbers of Attendees:**

4-5 Year Olds	<input type="text"/>	?
6-8 Year Olds	<input type="text"/>	?
9-14 Year Olds	<input type="text"/>	?
15-17 Year Olds	<input type="text"/>	?

Enter the maximum number of expected attendees by age group. The blue question ball will tell you how many staff (employees and volunteers) you will need for that age group. If you anticipate attendees in more than one group, you will need the staff numbers that meet the youngest age category’s ratio.

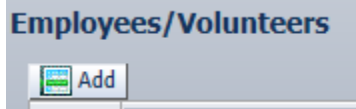
Required Ratios		
Age	Day Program	Overnight
4-5	1:6	1:5
6-8	1:8	1:6
9-14	1:10	1:8
15-17	1:12	1:10

14. **Comments:**

Comments

If the Primary Location of your activities is not included in the drop down list, enter it here.

15. **Employees/Volunteers:**



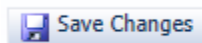
You will see the names of the Primary and Alternate Coordinators already filled in. Click **Add**. Enter the email address, last name, first name, middle initial (if known) for employees and volunteers.

For volunteers:


Volunteer	Volunteer Over 8 Hours ?	Volunteer Unsupervised
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- If the volunteer will work less than 8 hours during the course of the program/activity, check the **Volunteer** box.
- If the volunteer will work more than 8 hours during the course of the program/activity, check the **Volunteer and Volunteer over 8 Hours?** boxes
- If the volunteer will work alone with the minors, check the **Volunteer and the Volunteer Unsupervised** boxes.

16. When you have entered all the names of employees and/or volunteers that you know at that time, click the **Save Changes** tab.

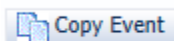


If you do not have the required ratio, an Error box will appear telling you how many staff are needed for the projected numbers. Click the **OK** button at the bottom of the box.

Click the **Override Edits?** Box ☐  and then click **Save Changes**. You will get a message saying your changes have been saved.

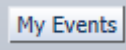
PROGRAMS/ACTIVITIES HELD ON REPEATED OCCASIONS

If the program/activity will be held more than once, click **Copy Event**.



The system will create a new program number and duplicate all the information you entered for the original program except the start and end dates. Enter those dates and update any other field as necessary. When finished click **Save Changes**.

UPDATING A PROGRAM/ACTIVITY

1. Log in to <http://weblogicdev.sandiego.edu:7001/Minors/faces/eventList.jspx>, using your MySanDiego username and password.
2. Click the **My Events** tab. 
3. Click the **Event ID** for the event you want to update.

Event ID	Status	Event Name	Event Description	Host	Primary Coordinator	Start Date	End Date
2014-1032	In Process	old houses	scrapers or keepers		Schatzer, Barbara	6/10/2014	6/18/2014
2014-1031	In Process	old houses	scrapers or keepers		Schatzer, Barbara	7/1/2017	7/2/2014
2014-1013	In Process	whats a weed	knowing the differe...		Schatzer, Barbara	8/1/2014	8/12/2014
2014-1012	In Process	whats a weed	knowing the differe...		Schatzer, Barbara	7/1/2014	7/10/2014

4. Follow steps 3 through 16 as needed. Make sure you save the changes at the end.
5. You will need to make the changes to repeated programs separately.

SUBMITTING A PROGRAM FOR APPROVAL

When you have reached the required number of employees/volunteers to meet the staffing ratio, AND all background checks and training is done: change the **Status** field to **Submit for Approval**.

* Status 

Once you have submitted the program for approval no changes can be done. If a change is needed send an email to HR-MOC@sandiego.edu and someone will change the status back to "In Process".