



PROTECTION OF MINORS REGISTRY PROCESS

- 1) The Event Requestor makes a request for space within the [Event Management System \(EMS\)](#).
 - If an event is occurring on campus, but a space reservation is not necessary, contact the Compliance Coordinator at hrclearances@bloomu.edu.
- 2) The Event Requestor enters event details, which includes information about the event attendees.
 - If event is attended by internal participants ONLY, then the event does not need to be entered within the Registry.
 - If external participants are attending who do not fit the definition of a guest speaker within the [policy](#), then the event must be entered within the Registry.
- 3) The EMS Administrator receives a space request and reviews for the following items:
 - Non-BU Participants (external) – If internal only event, Registry instructions are not required.
 - Guest Speaker or Vendor – If guest speaker or public vendor, Registry instructions are not required.
 - For all other events, the EMS Administrator will send instructions to the Event Requestor to enter the event within the Registry.
- 4) The Event Requestor logs in to the Registry at <https://biztalkapps.buad.bloomu.edu:8083> with their Husky ID.
- 5) The Event Requestor locates the event and assigns a Program Administrator to answer event specific questions within the Registry used to programmatically determine compliance.
 - When the Registry is utilized, a Minors Participation Event Certification Form is NOT required. The electronic registration process replaces the paper forms (Minor's Participation Form and General Public Event request).
- 6) The Event Requestor chooses one of the following options for answering Registry questions:
 - Create Program Administrator Link – This option is used to send a link to an internal Program Administrator (BU Faculty & Staff only).
 - Create External Link – This option is used to send a link to external non-BU Program Liaison.
 - Continue to Questions – The option is used if the Event Requestor knows all details and will answer the Registry questions.
- 7) The Program Administrator, Program Liaison, or Event Requestor answers the Registry questions.
- 8) The Registry programmatically determines what, if any, compliance requirements are necessary and provides instructions.
 - Compliance requirements are located at <http://intranet.bloomu.edu/event-clearance-administration>.
 - Events without minors do not require compliance.
 - Events where minors are in the care, custody, and control of a legal guardian do not require compliance.



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- General Public Events are electronically routed through the Registry to the Department of Human Resources and Labor Relations. No additional documentation is necessary.
- 9) The Program Administrator collects all program related compliance documentation as defined within the [Program Administrators Guide](#).
 - The Program Administrator is responsible for managing the event, collecting, uploading, and retaining required documentation.
 - 10) The Program Administrator uploads all required information except orientation materials.
 - 11) The Program Administrator sends the event to the Compliance Coordinator for approval.
 - 12) When appropriate, the Compliance Coordinator approves the event and notifies the EMS Administrator.
 - 13) The EMS Administrator releases the event space.
 - 14) The Program Administrator conducts the event including the orientation for minors, parents, and program staff.
 - 15) The Program Administrator uploads the orientation acknowledgments.
 - 16) The Compliance Coordinator reviews the orientation acknowledgments and closes the event.
 - 17) Event documentation is retained for seven (7) years within the Registry.