Navigating the Youth Conferences Registration System

The Youth Conferences Registration System is designed to streamline the process of creating and editing a program, activity, camp or event (PACE) for minors with one or multiple sessions. The system also provides the ease of adding participants and designated individuals in bulk or singular quantities at the convenience of the camp director.

Please note: Phase 1 (steps 1 – 13) must be completed and submitted to the Programs for Minors Office at least 30 days prior to the start date of the PACE for minors.

Phase I

1. Go to the UTD Youth conferences Registration System at [https://utdallas.ufsa.ufl.edu](https://utdallas.ufsa.ufl.edu).

   A **UT Dallas NetID and password** are required to login the registration system.

2. The first screen will list any PACE for minors the user has been associated with, either as the director or as an administrator for the program.

3. Before registering a PACE for minors, please ensure the “PACE for Minors Request Form,” found on the Programs for Minors website, has been completed and signed by the PACE director, department head/director and the dean/vice president over the area sponsoring the event.

Create a new PACE for minors by clicking the “Create New PACE for Minors” button on the right side of the page.
Edit an existing PACE for minors by clicking the edit button on the left side of the screen.

PACE for minors that are continuous from one fiscal year to the next must be re-registered annually.

4. The initial question bank to add a new program is to determine if the program falls under the Programs for Minors policy (UTDSP5015). Each survey question requires a response in order to move forward, and each set of questions provides instructions about how to proceed. If at any time it is determined the event might not fall under the policy, the user will receive an error message when the “Register PACE for Minors” button is clicked. Contact the Programs for Minors Office at extension 3815 or email pace@utdallas.edu to verify if the PACE for minors does not fall under the policy.

If the answers provided indicate the event does fall under the Programs for Minors policy, click “Register PACE for Minors” to continue with the registration.

5. The next step in registering a PACE for minors is to provide details about the program. All questions with a red asterisk require a response in order to move to the next screen. The information entered is saved in the system and is editable at any time.

Additional information about the details being requested may be provided by clicking on the small circled question mark ( ) beside each question. Remember to click on the question mark rather than hovering.
6. If the PACE for minors that is being registered will have multiple sessions (exact same program on different dates within the same fiscal year), answer “Yes.” The begin date would be the first day of the first session, and the end date would be the last day of the last session. Information about each additional session will be added later in the registration process.

   Click “No” if there is the only one session of the PACE for minors planned and enter begin and end dates for that session.

7. The system allows additional program administrators to be added to the event. The additional administrators will be able to make edits and receive updates on the PACE for minors. To add additional administrators for the PACE, click the icon and enter the UT Dallas NetID of anyone who needs to be able to access the PACE for minors file.

8. Use the “Upload” Files button to upload required supplemental documents with approval signatures at any time during the registration process, including:
   a. Department head and dean approval
   b. Special event risk assessment
   c. Emergency plan and reunification plan
   d. Camp insurance certificate

In addition, notes can be included for other administrators or the Programs for Minors Office.
9. Click “Next” to move forward and enter operational plan information. Please remember, each question requires a response in order to move forward. The answers to the questions are editable at any time prior to submitting to the Programs for Minors Office for approval.

10. Click “Next” to move forward and provide participant well-being plan information. Please remember, each question requires a response in order to move forward. The answers to the questions are editable at any time prior to submitting to the Programs for Minors Office for approval.

11. Click “Next” to move forward to enter schedule Information.

12. If multiple sessions of the same PACE are planned during the same fiscal year, click the “Add Session” button to enter dates and times for each session. See step 6 above if unable to add information for multiple sessions.

13. The “Edit Cost Center” button located along the right side of the screen requires the UT Dallas department ID and cost center associated with the PACE for Minors to be recorded.
Currently, UT Dallas is not charging a per participant registration fee, and Programs for Minors will not charge any expenditures to the cost center. The information is recorded to validate approvals for the program and to ensure a cost center is available to cover required insurance expenses.

STOP HERE: Phase I is complete. The PACE for minors should be submitted to the Programs for Minors Office for review. However, the registration system requires that at least one designated individual be enrolled prior to submitting the program for review. See step 14 below and follow the instructions for entering staff (PACE director and other designated individuals) either in bulk or individually. At a minimum, the PACE director should be enrolled before submitting for approval.

Once submitted, the Programs for Minors Office will review the documentation to ensure compliance with policies and regulations, and to ensure that sufficient safety measures are in place. When the review is complete, the user will receive an email with the subject line “PACE Revisions Required.” Any issues or concerns noted during the review (other than missing participants and/or designated individuals) will be notated in the Youth Conferences Registration System.
Phase II

All participants and additional designated individuals are required to be loaded in the system and submitted to Programs for Minors at least one week prior to the start of the PACE for minors.

14. The registration system tracks both minor participants and designated individuals (staff) for each registered event and each session, if more than one. Minor participants and designated individuals can be entered in one of two ways: by bulk downloading the .csv template located at the bottom of the screen, or individually. Both designated individuals and minor participants can be updated (edited, added or deleted) at any time. Please note, edits made after the registered program has been approved will automatically put the program in “resubmitted” status, so the changes may be reviewed and approved.

The following information is required for minor participants:

- First name
- Last name
- Date of birth
- Email (can be the same as the emergency contact)
- Phone (can be the same as the emergency contact)
- Country
- Street address
- City
- State
- Zip code
- Type of emergency contact (EC) listed (parent/guardian or other)
- EC first name
- EC last name
- Is EC address the same? If yes, skip EC address section. If no, enter address fields for EC.
- EC email (column V on .csv file)
- EC cell phone (column X on .csv file)

There are fields available on the spreadsheet to record middle names, additional phone numbers (home and work) and to record a second and third emergency contact if desired. These fields are not mandatory.
The following information is required for program staff:

- First name
- Last name
- NetID (if applicable)
- Date of birth
- Email
- Phone number
- Staff type (student, faculty/staff, non-affiliated worker/volunteer)
- Background check (Y/N)
- Date of background check (must be within 365 days of the first day of the PACE for minors)
- Youth protection training (Y/N)
- Date of youth protection training (must be within two years of the first day of the PACE for minors)
- Designated individual training (Y/N)
- Date of designated individual training (must be within 365 days of the first day of the PACE for minors)

**Adding Participants or Staff in Bulk**

To add participants or staff to the program in bulk, download the template at the bottom of the screen. Be sure to save the file as a .csv (comma delimitated) on the target device. Add the requested information for each individual. To upload the file to the registration system, click on the “person icon” for either enrolled participants or program staff, depending on the type of file being uploaded. The system will only allow importing information from files with the .csv extension, following the format of the templates provided.

<table>
<thead>
<tr>
<th>Session ID</th>
<th>Begin date</th>
<th>End date</th>
<th>Overnight stay</th>
<th># Enrolled Participants</th>
<th># Program Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>321</td>
<td>09/01/2017 09:00 AM</td>
<td>12/31/2017 06:00 PM</td>
<td>No</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>322</td>
<td>01/01/2018 09:00 AM</td>
<td>05/31/2018 06:00 PM</td>
<td>No</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

You can import PACE for Minors Program Staff by clicking the appropriate upload icon in the session list. The system will only allow importing information from files with the .csv extension, following the format specified in the sample files below. Once you have completed filling out the file please be sure to save it as a .csv file before attempting to upload the Program Staff information.

Sample files:
- Participant Sample CSV file
- Program Staff Sample CSV file
Uploaded files will be checked for errors and/or missing information. The example below shows 10 participant files uploaded with errors, two with warnings, and one that is ready to be saved in the program. The field containing the error will include a red box with an X. A participant file showing errors cannot be added to the program until the errors have been resolved.

To resolve the errors displayed, click on each red box with an X and correct the data. Once the errors have been resolved for a particular participant, a check box will appear. Click the check box for each participant that is ready to be saved in the registration system.

Adding Participants Individually
To add participants one at a time click the “View/Edit Participants” button in the lower right corner of the screen.
Enter the required fields indicated above and click the “Add New Participant” button in the lower left corner of the screen.

Adding Staff Individually
To add staff individually click the “Next” button at the bottom of the screen. If multiple sessions of the same PACE for minors are being registered, click each session with which the designated individual will be involved. Input required information and click the “Add Designated Individual” button on the right side of the screen.

All designated individuals saved to the PACE for Minors session will be displayed in a table on the lower half of the screen. Any files containing errors will display a warning sign in the field the error is occurring.

15. Initial the certification statements and click “Next” to view the summary page.

16. If all the information on the summary page appears accurate, click the “Submit for Approval” button.

17. Programs for Minors will review the submission to make sure it is complete. If there are items that need to be corrected and result in the PACE being denied, the user will receive an email with “Revisions Required” in the subject line. This email will include instructions to login to the Youth Conferences Registration System and find the information to be corrected. Once the errors/omissions have been updated, click the “Resubmit” button.
to submit the PACE again. If all corrections made are sufficient, the program will be approved.

A table at the bottom of the summary screen tracks the history and status of the PACE for Minors.

<table>
<thead>
<tr>
<th>PACE for Minors Messages</th>
<th>Create By</th>
<th>Create Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PACE created on 04/04/2021 06:28 AM - STATUS: PRELIMINARY</td>
<td>SAVORD</td>
<td>04/04/2021 06:28 AM</td>
</tr>
<tr>
<td>PACE for Minors submitted on 05/05/2021 09:44 AM - STATUS: SUBMITTED</td>
<td>SAVORD</td>
<td>05/05/2021 09:44 AM</td>
</tr>
</tbody>
</table>