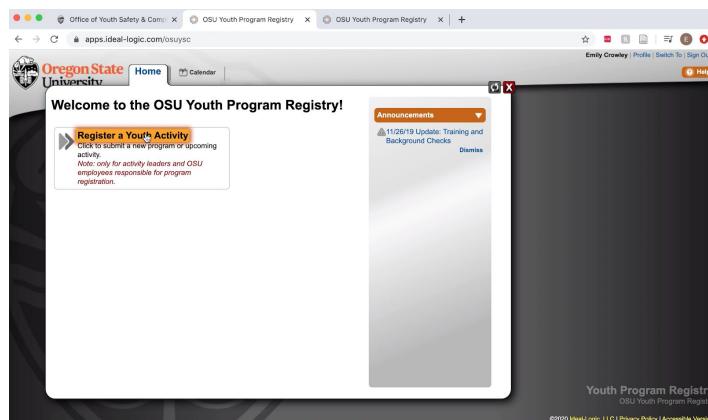
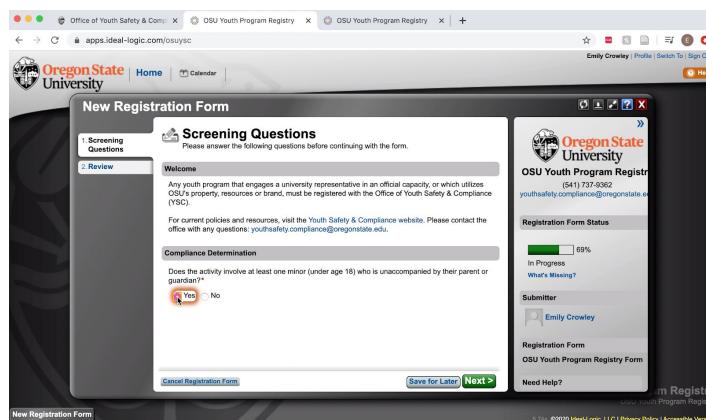


Step 1: Navigate to “youth.oregonstate.edu” and select CLICK HERE TO REGISTER A PROGRAM



Step 2: Once logged in to the Youth Program Registry, click “Register a Session”



Step 3: Answer the following screening questions to determine applicability.

Does the activity . . .

- involve unaccompanied minors?
- . . . AND is it EITHER . . .
- operated by the university? <OR>
- offered on university-controlled property?

Office of Youth Safety & Compliance OSU Youth Program Registry OSU Youth Program Registry +

[apps.idea-logic.com/osuytic](#)

Emily Crowley | Profile Switch To Sign In Help

Oregon State University Home Calendar

New Registration Form

Question 1:

Yes No

Is the activity operated by a university unit or representative?

Hint: Answer Yes if the activity is offered by the university or if the activity will engage any OSU employees or volunteer in an official capacity as a supervisor or other program personnel.

Hint: If a non-university entity or individual is solely in charge of the youth activity, select No.

Yes No

Will any OSU employee or volunteer have university authorization and responsibility for direct supervision of minors?

Hint: Direct supervision is "the monitoring of minors, as well as their activities and interactions, by sight and sound." *

Yes No

Continue

Based on your answers above you can continue to fill out this form. Please click the Next button at the bottom of this window or the tabs on the left.

[Cancel Registration Form](#) [Save for Later](#) [Next >](#)

Registration Form Status

In Progress 78%
What's Missing?

Submitter

Emily Crowley

Registration Form
OSU Youth Program Registry

Need Help?

New Registration Form

03/16/2020 (Wed) 11:17 AM Pacific Daylight Time Accessible Version

Step 4: Before proceeding, indicate whether any OSU employee or volunteer will have **university authorization** and **responsibility** for direct supervision of minors.

This determines whether a staff/volunteer roster upload will be required.

When all screening questions are complete and the page says **Continue**, click “Next >”

Office of Youth Safety & Compliance | OSU Youth Program Registry | OSU Youth Program Registry

[apps.idea-logic.com/osuyrc](#)

Emily Crowley | Profile | Switch To Sign In

Oregon State University | Home | Calendar |

New Registration Form

Activity

Activity Name

What is the name of this activity?*

EXAMPLE

Select the parent program that this youth activity is primarily associated with. (Examples: 4-H, KidSpirit, STEM Academy, SMILE, TAG, CAMP etc.)

Or add this entry as a standalone event or activity by clicking Select Program/Activity, then Add a New Program/Activity.*

Select Program/Activity

Cancel Registration Form | <Previous | Save for Later | Next >

Registration Form Status

In Progress | 61% | What's Missing?

Submitter

Emily Crowley

Registration Form | OSU Youth Program Registry Form

Need Help?

New Registration Form

OSU Youth Program Registry

Step 5: Type in the name of this activity first, then **Select Program/Activity** to choose a parent program for this session or to **Add a New Program/Activity** as standalone event

The screenshot shows a web-based application for 'OSU Youth Program Registry'. The main title bar reads 'Oregon State University OSU Youth Program Registry'. The URL in the address bar is 'https://osu-ideal-logic.com/osyrc'. The page has a header with 'Oregon State University' and a navigation menu with 'Home' and 'Calendar'. On the right, there's a sidebar for 'Cathy Crowley' with a 'Logout' button. The main content area is titled 'New Registration Form'. A dropdown menu 'Select a Program/Activity' is open, listing various county names. To the right of the dropdown, there's a note 'Only then Add a Program Activity' and a 'Help' link. Below the dropdown, there are sections for 'Registration Form Status' (with a progress bar at 21%) and 'Submitter' (Cathy Crowley). At the bottom, there are buttons for 'Next Step' and 'Registration Form'.

Office of Youth Safety & Com. | OSU Youth Program Registry | OSU Youth Program Registry | +

apps.idelogic.com/osuyc

Emily Crowley | Profile | Switch To | Sign Out



Oregon State University | Home | Calendar |

New Registration Form

Activity Details

Date and Time*
When is the activity?
 Start Time End Time

Single Day Multiple Days Recurrence

Sponsoring Department*
Select the primary sponsoring unit for this activity.

Hint: This is the OSU department, college or unit that offers a youth program or gives approval for the use of university property, resources or brand for a youth program.

[Select A Department](#)

Secondary Units
Select the Secondary Unit(s): any additional departments, colleges or units that will be engaged in the youth activity.

[Select A Department](#)

Index Number*

More Below - Scroll Down ↓

[Cancel Registration Form](#) [Next >](#) [< Previous](#) [Save for Later](#)

Registration Form Status

 72%
In Progress
What's Missing?

Submitter

 [Test](#)  [Emily Crowley](#)

Registration Form
OSU Youth Program Registry Form

Step 6: Fill out **Session Details** (Date and Activity Type), then select the **Sponsoring Department** and optional **Secondary Unit(s)**

The screenshot shows a web-based registration form for the OSU Youth Program Registry. The top navigation bar includes links for 'Office of Youth Safety & Crime', 'OSU Youth Program Registry', and 'OSU Youth Program Registry'. The main content area is titled 'New Registration Form' and is divided into sections: 'Screening Questions', 'Activity Details', and 'Review'. The 'Review' section contains a table with the following data:

Activity	Description
Selected a Department	OSU Department of Health and Human Development
Selected a Department	College of Engineering
4-H Youth Development	
Business Administration - QM&A	
Accounting	
Child and Family Studies	
Adult Education and Higher Education Leadership	
Community and Multicultural Leadership	
Engineering	
Aeronautical and Aerospace Engineering	
Chemical Engineering	
Computer Science	
Electrical Engineering	
Mathematics	
Biomedical Sciences	
Anthropology	
Archaeology	
Architectural Engineering	
Geography	
Atmospheric Sciences	
Astronomical Science	

On the right side of the form, there is a progress bar indicating '72%' completion, with status messages: 'In Progress' and 'What's Missing?'. Below the progress bar are sections for 'Sidebar' (with 'Test' and 'Leave a Review' buttons) and 'Registration Form' (with 'OSU Youth Program Registry Form' and 'Program Registration Form' buttons).

New Registration Form

Where will your program/activity take place?

- On campus or university-controlled property
- Off campus / NOT on university-controlled property
- Both on AND off campus or property

On what campus or property will your activity take place?

- OSU Corvallis
- OSU-Cascades
- OSU Portland Center
- Hatfield Marine Science Center
- Oregon State Experiment Station
- County Extension
- Eastern Oregon University
- Forest Lab Sites
- Oregon 4-H Center (Salem)

Is this an overnight program/activity?*

- Yes
- No

Will youth be transported as part of this activity?*

- Yes
- No

[More Below - Scroll Down](#) | [Cancel Registration Form](#) | [Previous](#) | [Save for Later](#) | [Next >](#)

Step 7: Indicate where your activity will take place: On campus, Off campus or Both. If on campus, select the specific property and building locations.

New Registration Form

Where will your program/activity take place?

- On campus or university-controlled property
- Off campus / NOT on university-controlled property
- Both on AND off campus or property

On what campus or property will your activity take place?

- OSU Corvallis
- OSU-Cascades
- OSU Portland Center
- Hatfield Marine Science Center
- Oregon State Experiment Station
- County Extension
- Eastern Oregon University
- Forest Lab Sites
- Oregon 4-H Center (Salem)

Is this an overnight program/activity?*

- Yes
- No

Will youth be transported as part of this activity?*

- Yes
- No

Select the OSU Campus/Building(s) that will be used during this event/activity.*

Gill Coliseum

[Cancel Registration Form](#) | [Previous](#) | [Save for Later](#) | [Next >](#)

New Registration Form

Is this an overnight program/activity?*

- Yes
- No

Will youth be transported as part of this activity?*

- Yes
- No

Does this activity involve minors in labs, research venues or animal facilities?*

- Yes
- No

Are any of your staff/volunteers under 18 years of age?*

- Yes
- No

NEW Online interactions*

Does the activity include any virtual programming and/or direct electronic interaction between youth participants and adults?

- Yes
- No

[More Below - Scroll Down](#) | [Cancel Registration Form](#) | [Previous](#) | [Save for Later](#) | [Next >](#)

Step 8: Answer specific risk questions about overnight activities, transportation, minors in labs, staff or volunteers under 18, and whether any personally identifiable information (PII) will be collected

New Registration Form

Does the activity include any virtual programming and/or direct electronic interaction between youth participants and adults?

- Yes
- No

General Information

Please enter the expected number of minors for each age group listed.

Age Range	Minors	Recommended
Ages 5 and under	<input type="text"/>	6:1
Ages 6-8	<input type="text"/>	8:1
Ages 9-14	<input type="text"/>	10:1
Ages 15-18	<input type="text"/>	12:1

Minimum Age: 0
Maximum Age: 0
Minor Total: 0

Adult-to-youth ratios are offered as a point of reference, based on recommendations from American Camp Association.

[More Below - Scroll Down](#) | [Cancel Registration Form](#) | [Previous](#) | [Save for Later](#) | [Next >](#)

Step 9: Fill out **General Information** including estimated number and age of participants, then scroll down to answer questions about insurance.

Hint: Camps and Clinics Insurance is accident and injury coverage made available to OSU departments and programs that sponsor short-term activities involving participants, typically youth, who are not affiliated with the university.

Step 10: Select whether to 'opt in' or 'opt out' for system emails and automatic reminders.

Note: Selecting **Email opt-out**, means you will be responsible for manually entering training dates and Standards of Behavior review dates.

Step 11: Add Activity Leader(s)

These may be employees or non-employees.
If they are not already in the system, you can add them using their first name, last name, and email

Step 12: Add 1 person as OSU Primary Contact

who is the person responsible for overseeing program compliance (must be an OSU employee)

Step 13: Add all **Staff/Volunteers** who will have direct access to minors through this program. If they are not already in the system, you can add them with their first name, last name, and email.

Optional: To add training completion or Standards of Behavior review dates that may have occurred outside of OSU's system, click the red "X" next to the missing requirement to manually enter data.

Step 14: Review your submission, if all is correct, click "Submit Registration Form" then, click "Yes"

Step 15: You are done! This is the confirmation page. You may print a copy of your registration and register another activity if needed.