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?
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 >”

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.

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

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.

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.