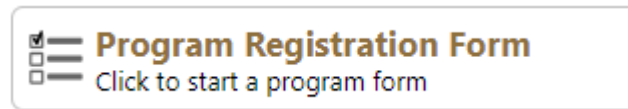


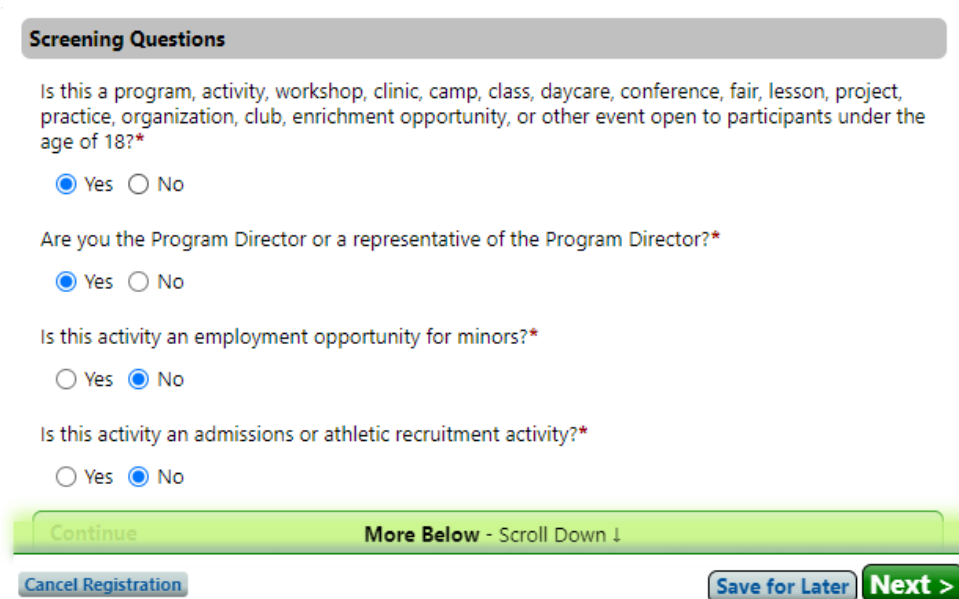
Registering New Programs or Sessions

Ideal-Logic has replaced the previous Qualtrics form as the platform for registering new Programs. To register a new program or session, complete the following steps:

1. Once logged in to Ideal-Logic, select Program Registration Form from the home screen.



2. Complete the Screening Questions, scroll down, and click Next.

A screenshot of the "Screening Questions" section of a form. It contains four questions with radio button options:

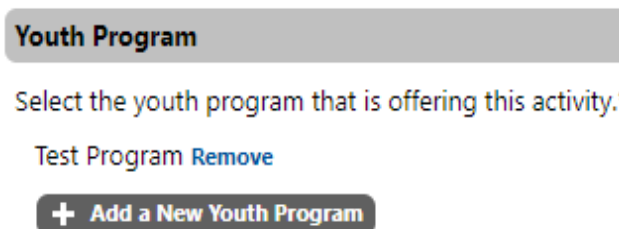
- Question 1: "Is this a program, activity, workshop, clinic, camp, class, daycare, conference, fair, lesson, project, practice, organization, club, enrichment opportunity, or other event open to participants under the age of 18?*" with "Yes" selected.
- Question 2: "Are you the Program Director or a representative of the Program Director?*" with "Yes" selected.
- Question 3: "Is this activity an employment opportunity for minors?*" with "No" selected.
- Question 4: "Is this activity an admissions or athletic recruitment activity?*" with "No" selected.

At the bottom, there are three buttons: "Continue" (disabled), "More Below - Scroll Down ↓" (active), and "Next >" (active). There is also a "Cancel Registration" button on the left.

3. Program Information

Note: From this point forward, the Program is distinct from the Session. Session are single offerings of a Program. Programs are the shell that holds information about multiple sessions. For example, Boiler Kids Camp is a Program. Boiler Kids Camp 2022 Week 1 is a Session. When the form asks for Program information, it is asking for higher-level administrative information about the Program.

- a. If you are only associated with one youth program, it will pre-populate into the form. You may select/create a new program by clicking "Add a New Youth Program."

A screenshot of the "Youth Program" selection screen. It features a header "Youth Program" and a prompt: "Select the youth program that is offering this activity.*". Below this, there is a list item "Test Program" with a "Remove" link. At the bottom, there is a prominent button with a plus sign and the text "Add a New Youth Program".

- b. If the session you are registering is under an existing program, verify the information is correct and add any missing information such as Program Logo or URL. The system will use this information in auto-generated emails where appropriate. If you are creating a New Program, you will need to complete the required fields. Required fields are in Red.

Program Questions

Youth Program Email Address*

Empty Edit

Youth Program Phone Number*

Youth Program Address

Empty Edit

Mailing Address

Empty Edit

If a program has a general email address or phone number, input that information. If not, input the Program Director's information.

- c. Complete the Program Oversight Questions and click "Next."

Program Oversight

Is this Program overseen by a state or federal licensing board?*

Yes No

Does this program have IRB oversight?*

Yes No

4. Session Information

Sessions are offerings by a program that have a unique registration, sign up process, or staff. A session can be registered for up to a year in the case of continuously operating programs (daycares, medical clinics, etc.). The system makes it easy to duplicate sessions.

- a. Complete the Session Information

Session Name*

Date and Time*

When is the session?

Date Start Time End Time

Single Day Multiple Days Recurrence

Note: If you select multiple days, you will have the ability to exclude specific days within that time period. (E.g. if Session runs June 5-July 15, you can exclude July 4 if appropriate)

- b. Complete the Campus and Sponsorship information
 - i. The location list should include all on-campus buildings (for all four campuses) as well as options such as extension offices, fairgrounds, and offsite. If you are trying to add an on-campus location that is unlisted, email youthprotection@purdue.edu.
 - ii. Sessions for which a third-party sponsor holds Operational Responsibility will need to provide Certificates of Insurance showing the required coverage. These certificates can be added any time before the start date of the Session.
 - iii. Additional sponsors beyond the primary sponsor need only be added to the form if they hold operational responsibility for the session.
- c. Complete information about the type and size of the event.
 - i. Custodial Programs: The numbers provided at this stage are estimates. They are used along with the program staff list to help you calculate ratios.
 - ii. Custodial Programs: The question about whether the program includes a meal is not asking whether the event will include food. See the following examples:
 - i. A session operates from 1:00pm-3:00pm and the Program provides light refreshments. This Session DOES NOT include a meal.
 - ii. A session operates from 8:00am-3:00pm and including time for participants to sit and eat a sack lunch. This session DOES include a meal.
 - iii. A session is a non-custodial open house where participants will come and go throughout the day. The Session is from 10:00am-6:00pm. This Session DOES NOT include a meal.
- d. If prompted, complete the questions about BoilerBase set up, registration process, and pricing and provide any supplemental registration materials that should be added to the BoilerBase system. This information allows VPEC to configure your program for participant registration.
- e. Complete the Risk Assessment Questions

Risk Assessment

Will session involve private, one-on-one interactions between participants and Program Staff (e.g. private lessons, tutoring, closed auditions, mentoring, etc.)?*

Yes No

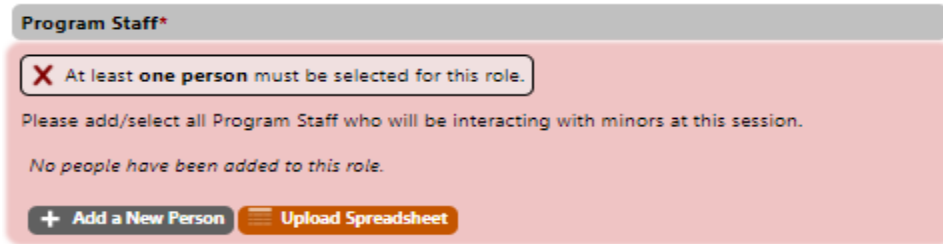
Will session involve the use of firearms, explosives, or other items reasonably calculated to cause bodily injury?*

Yes No

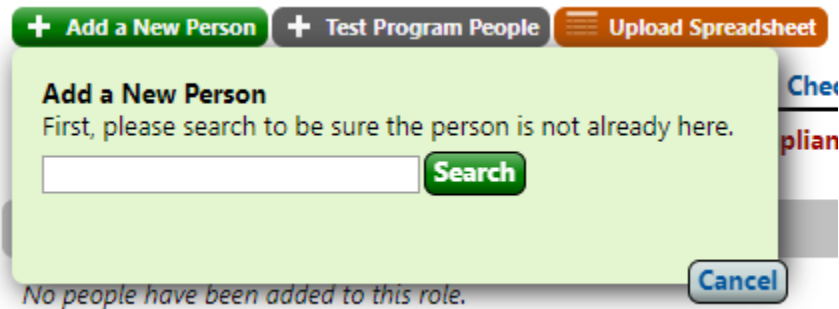
Does this session involve travelling or transporting minors?*

Yes No

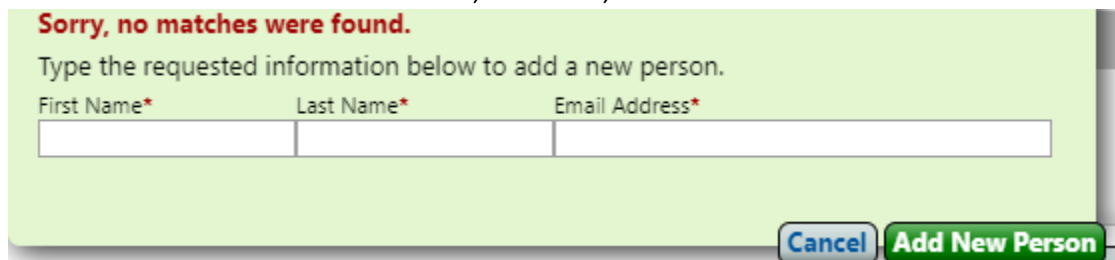
- f. If prompted, complete the questions related to BoilerBase program set up. These questions will only show up if your program is required to register participants and staff in the BoilerBase system.
- g. Add a Program Director and, if known, any Program Staff.



- i. Choose one of the methods to add Program Staff to the session
 - i. Add a New Person – Add an individual who has not previously been associated with this Program. *This option is best if adding fewer than five people.*
 1. After clicking “Add a New Person,” the system will ask you to search for the person you are trying to add to determine whether they have an account in the system.



2. If not found, you will be able to add an individual using their first name, last name, and email address.



- ii. Upload Spreadsheet – Use an Excel sheet to upload information for all members of Program Staff

1. After clicking “Upload Spreadsheet,” the following box will

Import Spreadsheet

1. Build Spreadsheet

The first step is to get your data into spreadsheet form. The list below shows the columns that should be in your spreadsheet. The names of the columns should be in the first row. You can download a sample spreadsheet and fill it in if you would prefer.

Your spreadsheet should have one row per person.

[Download a Sample Spreadsheet](#)

Data Field	Sample Data	Description
First	John	The first name of the user. <i>Always required.</i>
Last	Doe	The last name of the user. <i>Always required.</i>
Net ID (Optional)	johndoe23	Network username. Optional.
Email	john.doe@test.ideal-logic.com	User's email address.
Phone (Optional)	111-111-1111	Work phone number.

2. Upload Your Spreadsheet

You may upload an Excel file (.xls or .xlsx), an OpenOffice/Libre Office file (.ods), or a Comma-Separated Value file (.csv).

[Select Files to Upload](#) or [Drop Files Here](#) [?](#)

[Done Importing](#)

appear:

Note the required fields (First Name, Last Name, Email Address) and ensure your spreadsheet has this information. Make sure your column headers match the instructions provided. The system will not import columns that do not have one of the five headers listed in instructions.

2. Read the instruction on the site, and when you are ready, you can select

Import Spreadsheet

3. Import Data

Use the buttons below to control the import of data. We suggest starting with just one or two rows and making sure that everything looks the way you want before you import everything. If the spreadsheet needs to be adjusted, you can use the *Reset and Start Over* button.

Sample Staff Upload.xlsx (9.3KB)
Uploaded 4/19/2022 7:02am by Whitney Freeland [Reset and Start Over](#) [Spreadsheet Format Details...](#)

[Pause](#) [Start Import >](#) [Import One >](#) [Skip One >](#) Hold Questions [?](#) /3 **Ready**

Source Data (3 rows)

	First	Last	Email
1			
2	Erica	Downey	edowney@purdue.edu
3	Deb	Trice	debtrice@purdue.edu
4	Whitney	Freeland	wfreelan@purdue.edu

[Done Importing](#)

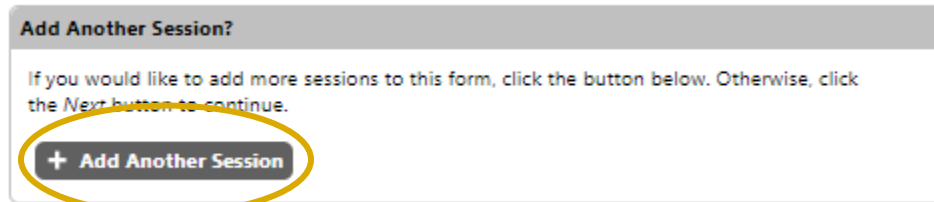
The system will pause import if it encounters an incorrect line to ask how you wish to proceed. Check this box to save all of these questions for the end of the import process. System will import all valid lines first.

“Start Import.” Grayed out columns (not pictured) will not import.

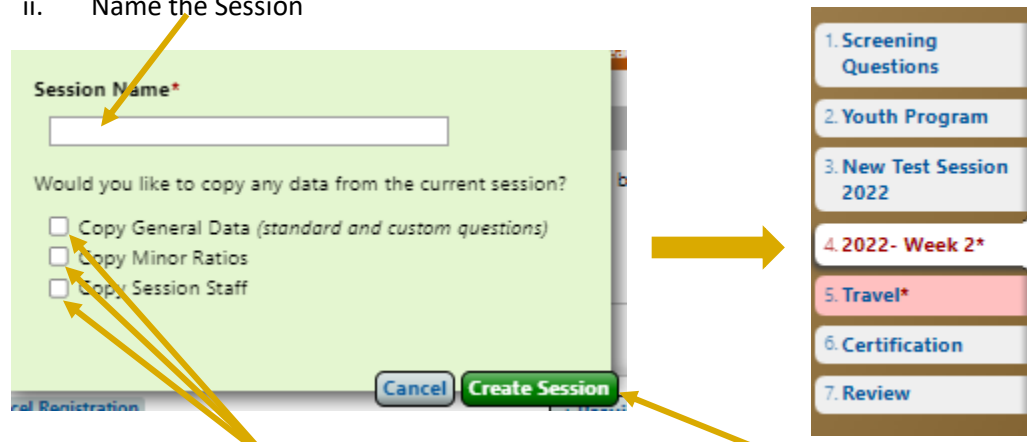
3. When finished, select "Done Importing."

h. If you would like to add another session (e.g. 2022 - Week 2)

i. Select Add Another Session



ii. Name the Session



iii. Select information to copy to the new session and click Create Session. The Session will be added as a new tab on the form.

- 5. Complete the Travel Tab (if prompted).
- 6. Complete the Certification (if prompted).