



Youth Protection Program Registration Help Guide

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UNDERSTANDING PROGRAMS AND SESSIONS

The UCF Youth Protection Program Registration System (Squire) asks you to register your youth program activities using the framework of “programs” and “sessions.”

WHAT IS A PROGRAM?

A “program” is an event or activity where minors are under the care, custody and control of university or Direct Support Organization employees or volunteers, including but not limited to summer, vacation, and after school camps, classes, clubs, organizations and groups, regardless of subject matter or academic or non-academic character of the organized activity (i.e., whether recreational, athletic, academic, artistic, or social). The definition of Program also includes third party events or activities involving minors that are hosted on university property.

Your programming should be registered as different sessions if it:

- is guided by different goals or intention,
- has different participants and program staff over multiple time frames, or
- targets different populations with different activities to achieve those goals.

WHAT IS A SESSION?

A “session” is a unique offering or iteration of that specific program. Within sessions, you will list **DATES** or **OCCURRENCES** specific to that session, as well as location and staffing information. Sessions serve to link personnel with the dates and locations of youth interactions.

The goal is not to register every individual interaction with youth as a session, but instead to use sessions to group similar interactions based on those commonalities, and then indicate the dates on which those interactions take place. Session information must be updated with each new iteration of a program.

Your programming may register as a single session if it involves the same staff and generally the same ongoing activities and minor participants each time the group is together.

Your programming may register as different sessions of the same program (aka a “multi-session program”) if it:

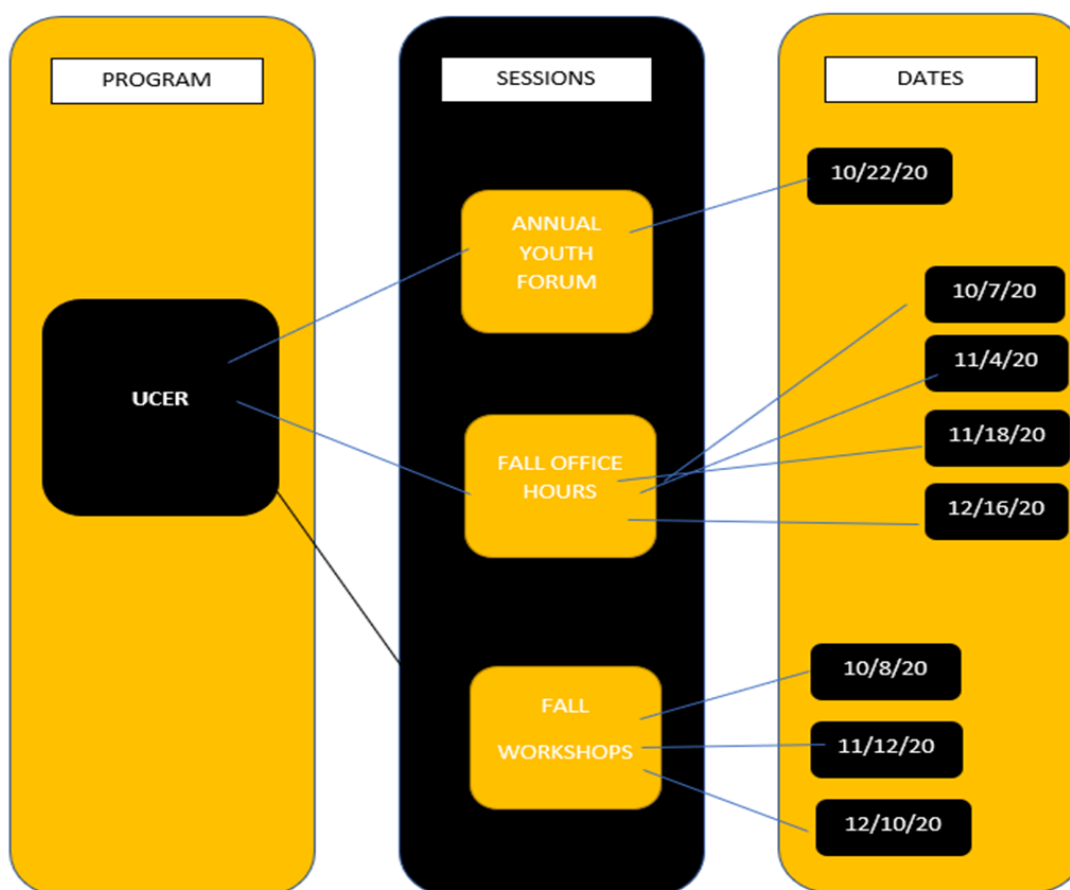
- involves different populations (e.g., one camp for 2nd graders and one for 8th graders);
- takes place at different locations across different time frames (e.g., Friday UCF Downtown and Millican Hall);
- involves different staff across different days/times and/or locations; or

- involves very different “attributes” or programming components (e.g., an overnight retreat at the end of your otherwise day-only leadership camp).

EXAMPLE

As an example, pretend our office serves youth. Since our programming generally serves one audience, with one goal in mind (youth protection), we would register our office name as the **PROGRAM**.

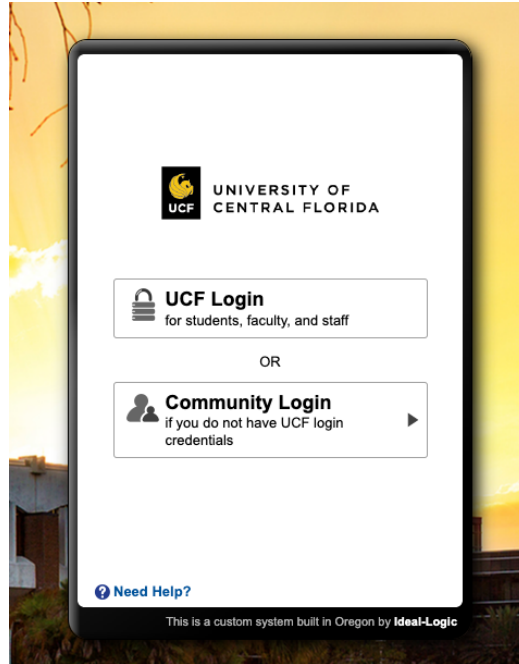
Different events or activities we offer, like our Annual Youth Forum or our Fall Workshops, would be registered as **SESSIONS** and the various **DATES** for those activities would be listed with each session using the calendar feature in Squire. Notice each individual biweekly office hour is not registered as its own session, but instead, all office hour dates are grouped under the Fall Office Hour session.



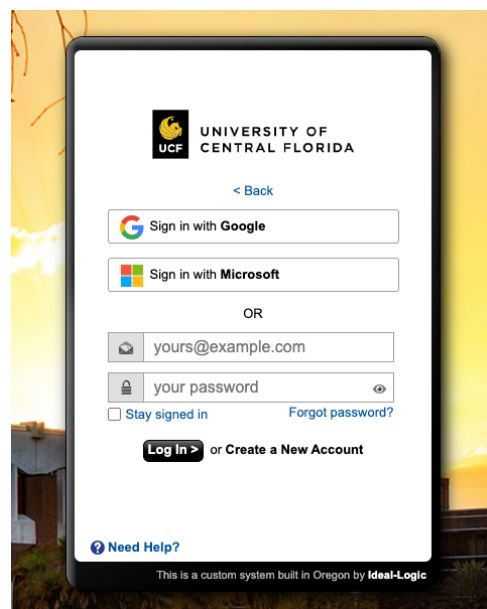
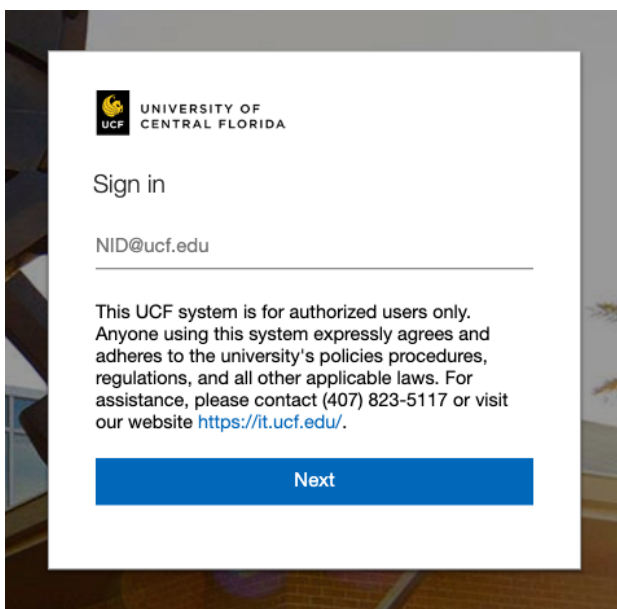
PROGRAM REGISTRATION

Log into the [Squire Youth Program Registration Portal](#).

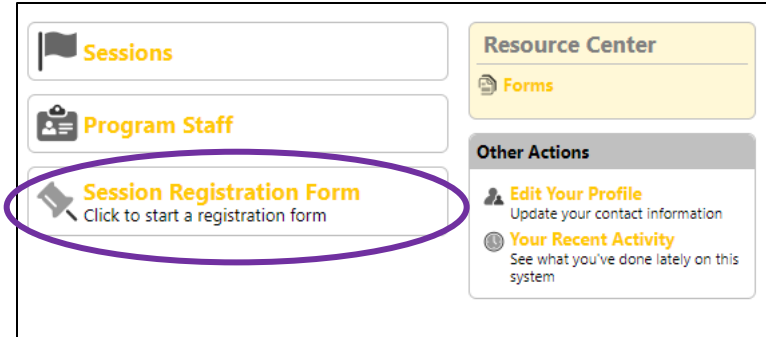
Click on UCF Login if you have a UCF NID. If you are not affiliated with the university, click on Community Login and create an account if one hasn't already been created.



Individuals with a UCF NID will be routed to the UCF federated single sign on page. Log in with your UCF NID credentials. Non-UCF individuals must create a new account using the email address of their choice.



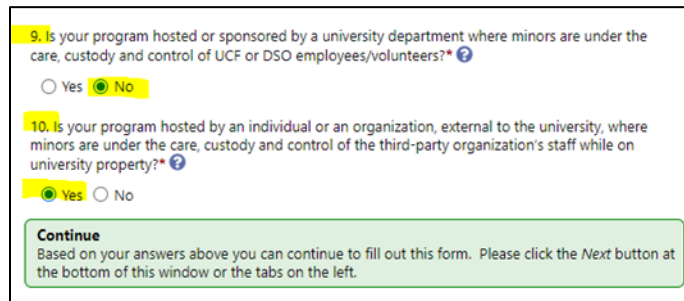
To register your youth program session for the first time, you will need to request access to the registration form from your main dashboard. Once access has been approved you will have the ability to fill out and submit a session registration form. On the main Dashboard, click on ‘Session Registration Form.’



SCREENING QUESTIONS

Answer the **screening questions** to ensure that it is necessary for you to move forward and submit a registration form. If your answers indicate your program does not fall within the scope of YPP, you are not required to register your program with the YPP Squire system. Please contact us at complianceandethics@ucf.edu if you have questions about this.

If you are a third-party sponsor, please select NO for question 9 & YES for question 10 as shown below.



If your answers indicate your program does fall within the scope of YPP, click “Next” on the bottom right corner of the window.

New Registration

Screening Questions

A program/activity is an event or activity sponsored or operated by the university where minors are under the care, custody and control of university or DSO employees or volunteers, including but not limited to summer, vacation and after school camps, classes, workshops, clubs, organizations and groups, regardless of subject matter or academic or non-academic character of the organized activity (i.e., whether recreational, athletic, academic, artistic, or social). This also includes third-party events or activities involving minors that are hosted on university property.

Screening Questions

1. Is your event/activity open to the public where guardians or chaperones are invited or expected to accompany and supervise minors?*
2. Is your program/activity an official school field trip or visit supervised by a minor's school or organization, including chaperones provided by the minor's school?*
3. Does your program/activity involve clinical patient-care activities relating to minors?*
4. Is your program/activity a recruited student-athlete "official visit" involving minors?*
5. Is your program/activity an Institutional Review Board (IRB) approved research project involving minors?*
6. Has the minor(s) participating in your program/activity been officially accepted and enrolled in the university as a student(s)?*
7. Is the minor(s) a university employee or university volunteer?*
8. Are you a state licensed childcare facility on campus?*
9. Is your program hosted or sponsored by a university department where minors are under the care, custody and control of UCF or DSO employees or volunteers?*

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](#) [Save for Later](#) [Next >](#)

CREATING A NEW REGISTRATION

In the Program/Activity section, click on the "Select Program/Activity" button. If you are **creating a new program**, select Add a New Program/Activity and enter the overall name of the youth program (e.g., UCF Music Camps, YMCA Youth Camp).

New Session

Welcome

All programs and activities (1) offered by departments or units of the university at a university facility or sponsored by the university at other locations; and/or (2) offered by Third Parties, to include UCF registered student organizations, utilizing a university facility, must comply with the Youth Protection Program Policy. Please complete this registration form when hosting or sponsoring programs involving non-enrolled minors. Program approval must be obtained by the appropriate senior leadership (i.e., Dean, Director, Department Head, etc.) prior to starting the registration process. **This form must be submitted to the University's Compliance, Ethics, and Risk office at least 45 days prior to the start of your program.** Your registration will then be reviewed for any necessary background check and/or required training for each authorized staff member or volunteer that will be participating in the program. Updated background check clearances and training completion dates must be submitted at least five (5) days prior to the program start date. Please contact the University Compliance, Ethics and Risk office at complianceandethics@ucf.edu or 407-623-6263 for further assistance.

Program/Activity

Select/Add the program/activity for this session.*

Select a Program/Activity
Click the Select button next to your choice

UCF

- Select K-6 Reading Buddies Virtual Book Club at UCF CCIE
- Select K-6 UCF South Lake STEAM and Literacy Camp
- Select UCF Brass Camp
- Select UCF McKnight Center of Excellence National Achievers Society
- Select UCF Percussion Summer Institute
- Select UCF Reading Clinic
- Select UCF Sax Boot Camp
- Select UCF Soldiers to Scholars Walking School Bus
- Select UCF Summer Flute and Piccolo Institute
- Select UCF Summer String Camp
- Select UCF Volleyball Camps and Clinics
- Select UCF WBB Camps
- + Add a New Program/Activity**

[Cancel](#)

If you have **previously registered the program**, select your program from the list. If you would like to refine the list, typing the program name in the search field will automatically filter the program list.

New Session

Welcome

All programs and activities (1) offered by departments or units of the university at a university facility or sponsored by the university at other locations, and/or (2) offered by Third Party include UCF registered student organizations, utilizing a university facility, must comply with the Youth Protection Program Policy. Please complete this registration form when hosting or participating in programs involving non-enrolled minors. Program approval must be obtained by the appropriate senior leadership (i.e. Dean, Director, Department Head, etc.) prior to starting the registration process. **This form must be submitted to the University's Compliance, Ethics, and Risk Office at least 45 days prior to the start of your program.** Your registration will then be reviewed for necessary background checks and/or required training for each authorized staff member and volunteer that will be participating in the program. Updated background check clearance and training completion dates must be submitted at least five (5) days prior to the program start. Please contact the University Compliance, Ethics, and Risk office at complianceandethics@ucf.edu or 407-823-6263 for further assistance.

Program/Activity

Select a Program/Activity
Click the Select button next to your choice

UCF

- Select K-6 Reading Buddies Virtual Book Club at UCF CCIE
- Select K-6 UCF South Lake STEAM and Literacy Camp
- Select **UCF Brass Camp**
- Select UCF McKnight Center of Excellence National Achievers Society
- Select UCF Percussion Summer Institute
- Select UCF Reading Clinic
- Select UCF Sax Boot Camp
- Select UCF Soldiers to Scholars Walking School Bus
- Select UCF Summer Flute and Piccolo Institute
- Select UCF Summer String Camp
- Select UCF Volleyball Camps and Clinics
- Select UCF WBB Camps

+ Add a New Program/Activity

Cancel

Programs that have previously registered within Squire will have the option to copy the program details from a previous session. Selecting this option copies all program details from a previous registration except for date/time and staff information. All details should be reviewed and edited as appropriate to that specific session.

ENTERING SESSION DETAILS

Enter the session name. The session name should be unique to the specific session. For example: 2023 Fall Clinic, 2023/24 After School Program, etc.

USING THE CALENDAR TO REFLECT YOUR PROGRAMMING DATES

You will be asked to record the dates and times of the program. The goal is to represent interactions with youth as accurately as possible. Accurate representation of your session, especially the dates and times, helps us safeguard youth by providing a complete picture of who is interacting with youth and where and when the interactions occur. To this end, the Date and Time field in Squire has several functions to facilitate more accurate and streamlined recording of occurrences:

- **Single day:** for one-time events, simply enter the date, start time, and end time.
- **Recurrence:** for multiple meetings on a regular schedule (e.g., every Wednesday, or the 15th of every month). Use the **“Repeat Daily/Weekly/Monthly”** feature to further refine dates (e.g., exclude weekends).

Date	Start Time	End Time
9/13/2022	3:00pm	5:00pm
<input type="radio"/> Single Day <input checked="" type="radio"/> Recurrence ⓘ		
Repeat Weekly every 1 week(s) on Tue, Wed, and Th until 5/25/2023		

Once you input the start and end dates along with the pattern of recurrence, if applicable, Squire will populate a calendar of those dates. Dates with programming scheduled will be indicated in green; dates without programming scheduled will be gray. You can **further refine your schedule by clicking dates “on” or “off” to change their scheduling status.**

Squire will accept up to **1 year of programming per session**, beginning from the start date you indicate. Annual reregistration of programs is required: if your session runs continually or recurs annually, you must ‘renew’ your registration in Squire by registering a new session with the dates applicable to the new year.

EXAMPLE 1: Recurring Weekday Program

A tutoring program operates Monday through Friday for the entirety of the school year. Instead of simply entering a start date and end date, which would indicate you are interacting with youth every day during that time, including weekends, select only days that the program will be in session.

1. Enter your session start date and start and end times.
2. Select “Recurrence.” Then select the appropriate “Repeat” option from the drop-down menu (i.e., “Daily” every “1 day” in this example) and enter the end date of the program.
3. From the pre-populated calendars, click on each date without programming (e.g., holidays, school breaks, etc.) to deselect it, like the December and March breaks indicated by arrows.

Repeat Weekly every 1 week(s) on Monday, Tuesday until 6/12/2020

Click on a date to add or remove it from the recurrence.

September 2019							October 2019							November 2019							December 2019																																								
1	2	3	4	5	6	7	1	2	3	4	5	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	1	2	3	4	5	6	7						
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	29	30	31	19	20	21	22	23	24	25	26	27	28	29	30	31																		
29	30	27	28	29	30	31	24	25	26	27	28	29	30	24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	31																																

January 2020							February 2020							March 2020							April 2020																									
1	2	3	4	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4
5	6	7	8	9	10	11	9	10	11	12	13	14	15	8	9	10	11	12	13	14	5	6	7	8	9	10	11																			
12	13	14	15	16	17	18	16	17	18	19	20	21	22	15	16	17	18	19	20	21	12	13	14	15	16	17	18																			
19	20	21	22	23	24	25	23	24	25	26	27	28	29	22	23	24	25	26	27	28	19	20	21	22	23	24	25																			
26	27	28	29	30	31	28	29	30	29	30	31	26	27	28	29	30																														

May 2020							June 2020						
1	2	1	2	3	4	5	6						
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				

EXAMPLE 2: Recurring, Non-patterned Session Dates

A program runs a monthly field trip, but not always on the same date (e.g., the 15th) or day of the week (e.g., the first Thursday, every Monday and Wednesday, etc.).

1. Enter your session start date and start and end times.
2. Select “Recurrence.” Select the appropriate “Repeat” options from the drop-down menus (i.e., “Weekly” every “1 week” on “Mon and Thu” in this example) and enter the end date of the program.
3. You may need adjust the populated calendar to correct any inaccuracies or changes in program dates. This is done by deselecting dates without programming and selecting any additional dates outside of the “Monday and Wednesday” schedule so that the dates accurately reflecting when the program operates are highlighted in green.

November 2019							December 2019							January 2020							February 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	

SESSION QUESTIONS

Questions marked with a red asterisk require a response.

UCF Programs will indicate the department sponsoring the program. Click the “Select a Department” button, then choose the appropriate department from the list provided. If you would like to refine the list, typing the department name in the search field will automatically filter the department list.

Select the appropriate “Session Type” (Note: Hovering over the question mark will provide more information for the given selection.)

Enter the “Session Description.” This description should indicate the activities that the minors will participate in as part of the program session and any special circumstances specific to the session.

If the youth program has a website, enter it in the field provided.

Answer the remaining questions in this section as required/appropriate.

Location Information

Select the location where the youth program will take place by clicking on the corresponding box next to that location name. Multiple locations may be selected as applicable. Once a selection has been made, an additional field will appear that requires you provide information on the specific facilities or areas to be used during the program session. This should include names of facilities such as campus buildings, addresses if off campus, etc.

Please note that selecting “Online/Virtual” will require that you enter the name of all digital platforms to be used for the session.

Housing

When UCF is providing housing for the minor participants, including off campus housing, select “Yes.” You will then be required to enter the location(s) where the

minors will be residing. Housing guidelines are provided for programs that include an overnight stay.

Programs that have not yet been assigned a housing facility should select “Unknown” from the list provided and edit the registration once assigned a facility.

UCF hosted youth programs reserving housing off campus should select the “Off Campus” option. An additional field will appear that requires the name and address of where the minors will be residing to be entered.

Transporting Minors

If the program includes transporting minors during the operation of the session, this information is required to be included as part of the session details. Answering “Yes” will require that you indicate the type of vehicle to be used (i.e., university vehicle, personal vehicle, charter bus, other). If selecting “Other” please indicate the specific type of vehicle that will be used to transport the minors.

Vehicle drivers must be indicated on your program staff list when selecting a UCF Vehicle, Personal Vehicle, or Other. Program Sponsors must verify that all drivers have a valid license and reviewed the driving record for each driver within the last 12 months. The [Florida Department of Highway Safety and Motor Vehicles website](#) provides a FREE service to check the status of an employee or volunteer’s driver’s license.

Minor Ratios

The minimum number of staff supervising minors varies depending upon the age of the minor and if the minor is participating in only daytime activities or residing overnight during the program. For example, minors ages six to eight require one supervisor for every eight minors. The minimum ratios of minor participants to staff are provided in this section for your reference. If a specific age range does not apply to your session, select the “n/a” box next to the applicable age range.

Please note: The minimum ratio of minors to staff for overnight programs requires one program staff for every eight minors residing overnight.

BILLING INFORMATION

UCF Programs Only

Program sponsors must provide the Cost Center, Division, Fund, Designation, Program, and Financial Site Worktags for billing of any necessary background checks to be processed. *Example: CC00000, D000, FD000, DN000000, PG00, ST000.* This information can be obtained by contacting the appropriate financial business center for your division.

INSURANCE

Camp Insurance is required for all youth programs.

- **Youth programs operated by UCF** must obtain camp insurance through the office of Enterprise Risk and Insurance. Please complete the enrollment form provided, upload it to your registration, and email it to their office at

riskmanagement@ucf.edu. The form is also located on the [Enterprise Risk and Insurance webpage](#). Questions regarding insurance should be directed to riskmanagement@ucf.edu.

- **Youth programs operated by a third-party organization** must upload a valid Certificate of Insurance listing the “University of Central Florida Board of Trustees” as both the certificate holder and an additional insured. Please refer to the sample Certificate of Insurance provided for the required minimum coverages and amounts.

SAFE Form Number

UCF Regulation UCF-4.0292 *Potentially Hazardous Events* requires that any activity that meets the definition of a potentially hazardous event complete a Safety Action for Event (SAFE) form. Examples of potentially hazardous events include but are not limited to: bonfires; lighting of fireworks; events involving helicopters or other aircraft; motor vehicle races; gatherings in excess of 400 persons; marches (including any organized walks or runs); parades; any event involving the distribution of alcohol; and any outdoor event requiring electricity. Please review the regulation for additional information and requirements. If your youth program does not require completion of a SAFE form, enter “N/A” in the field provided.

SAFETY PLAN

A Safety Plan is required to be submitted with all youth program registrations. The [Safety Plan Template](#) is intended to guide emergency planning and response by youth programs at the University of Central Florida. The plan should provide instructions and information on how program staff should respond in each type of emergency situation indicated within the template. If a specific type of situation does not apply to the program, you may enter “Not applicable” in the respective section. Please complete each section of the plan and upload the completed document in the field provided.

PROGRAM STAFF INFORMATION

Program Sponsors

A program sponsor is the person(s) primarily responsible for the oversight and day-to-day operations of the program. The name, email address, and phone number of this individual(s) is required.

Click on the “+ New Program Sponsor” button and enter the name of the program sponsor. If the individual does not have a user account within the Squire Registration Portal, you will be asked to enter the name and email address of the individual. Click the “Add New Person” button when finished. To add additional program sponsors, repeat the same process.

Primary Contacts

The Primary Contact is the person(s) to be contacted by the university at any time during the program. This person(s) may also be the program sponsor.

Click the “+ Add a New Person” button to add the primary contact(s) information.

Program Staff

This is any person, compensated or volunteer, who is responsible for the care, custody, and control (supervision) of a minor at any time during the program. To add program staff to the registration, click the “+ Add a New Person” button, or “+ [Program Name] People” button if a previously registered program allowing you to select from the list of staff used in prior sessions of your program.

- Required items that must be entered for all program staff:
 1. First Name
 2. Last Name
 3. Email Address
 4. Effective Date (Only if different than the program start date)
- Additionally required items for **UCF Programs only**:
 1. 10hrs (per month) Check the box if the person is supervising minors more than 10 hours per month. You must check this box for at least two program staff. This triggers the background check requirement. Please note staff working less than the 10-hour threshold do not require a background check and HR will not be notified of these individuals. However, staff without a background check clearance must always be within eyesight of a cleared individual at all times when supervising minors.
 2. Driver? This column will only show when the registration has indicated “Yes” to transporting minors during the session. Check this box if the person will be a vehicle to transport the minors.
 3. Housing Staff? This column will only show when the registration has indicated “Yes” to UCF providing housing of minors. Check the box if the person will be supervising the minors during the overnight hours. At least two staff must be marked as housing staff in order to submit the registration.
 4. Role (i.e., Employee/New Employee/Volunteer)
 5. EMPLID or UCF Student ID

Once all expected staff have been added to the registration for **UCF operated programs**, the system will notify Human Resources to complete background checks on any person indicated as working more than 10 hours per month. Human Resources will check employee and volunteer records to identify staff who already have a valid background clearance, as well as notify any staff who require a clearance to be processed.

If your program is a **single-session program**, click “Next” located on the bottom right of the registration form.

If your program is a **multi-session program**, use the “+ Add Another Session” tool at the bottom of the page to add additional sessions. You may use the “copy” features to copy details from the session you just entered to the new one, or simply follow the steps above for each session of the program you will offer. When you have entered your last session, click “Next” at the bottom of the page.

CONSENT

UCF Programs

If your program staff list includes persons with the role of volunteer, the program sponsor will need to complete the Volunteer Services Supervisor Approval Form. Read the agreement form, scroll down to the bottom of the Consent page, and type your name in the field provided to indicate your agreement. Click “Next” when completed.

New Registration

Volunteer Services Supervisor Approval
Youth Protection Program

The University of Central Florida (UCF) greatly appreciates volunteers' interest and willingness to volunteer their services to the university. Before beginning their volunteer assignment at UCF, you as their supervisor, must approve volunteers' assignments. If volunteers are under the age of 18, they must also have the written approval of their parent or guardian.

A few things to note before your volunteers begin their assignment:

- A volunteer provides services without compensation and **will not** receive wages, salary, or other benefits for the volunteer services.
- **Do not** have an individual complete this service agreement if the volunteer's activity is associated with course credit and/or graduation requirements.
- A volunteer either does not have an employment relationship with UCF or, if a UCF employee is the volunteer, he/she is volunteering outside the course and scope of their UCF employment.
- A volunteer is not eligible for UCF employment benefits, including annual leave, sick leave, retirement benefits, tuition benefits, or insurance (health, disability, or unemployment).
- A registered volunteer is covered under UCF's workers compensation insurance in the event of a job-related illness or injury and general liability insurance for claims arising from negligent acts or omissions. Volunteers are asked to report any job-related illness or injury or claims to their supervisor.
- A volunteer who will be asked to drive or to transport passengers must provide satisfactory evidence of personal responsibility and suitability prior to the task.
- Volunteers are not authorized to act on behalf of UCF in business matters, such as purchasing, contracts, or contact with media.
- As a member of the UCF community, volunteers are subject to all applicable UCF policies and regulations. Volunteers should familiarize themselves with the university's policies and regulations, as well as any applicable departmental policies. You can find more information about UCF's policies at <https://policies.ucf.edu/>.
- Services provided by a volunteer, and any product or creation that arises from them, are donated to UCF without reservation of rights of any kind.
- A volunteer may terminate volunteer services at any time. Similarly, UCF may terminate the services of a volunteer at any time.
- All volunteers must sign the Volunteer Services Agreement, a copy of which is attached for your convenience.

By typing your name below, you confirm that you have reviewed the above information and agree to terms of the attached Volunteer Services Agreement for all volunteers associated with this youth program.

Please type your name below to indicate your agreement.

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

Third-party Programs

Third-party programs are responsible for obtaining a State of Florida Level 2 background check through their organization. Once all necessary background checks have been completed and have a clearance date within the past five years, the program sponsor is required to electronically certify on the registration that all required level 2 clearances have been obtained.

Third Party Organization Background Check Certification for

By signing this form, I certify that all program staff, either employed and/or volunteering for this program activity at the University of Central Florida have completed a State of Florida level 2 background check pursuant to Chapter 435 Florida Statutes, on (dates all backgrounds cleared), which resulted in no returned convictions.

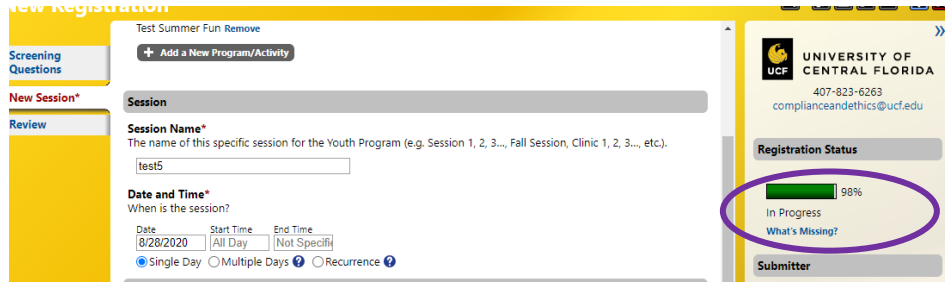
Please sign this form at least five days prior to the program start date.

Please type your name below to indicate your agreement.

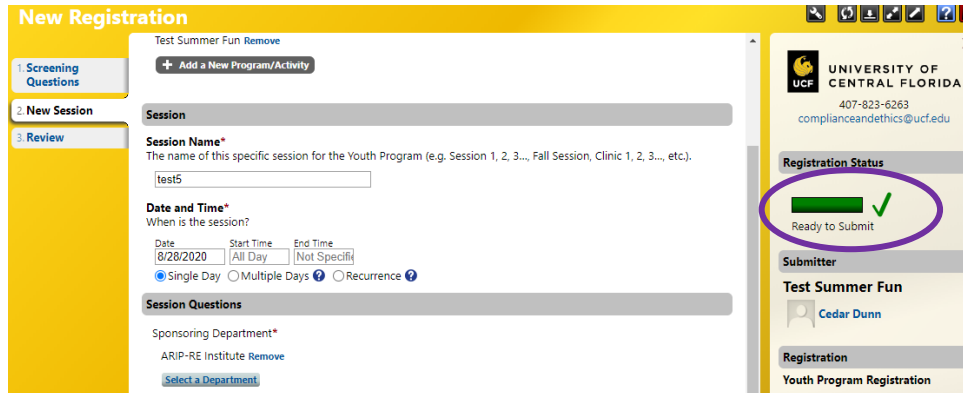
REVIEW

After completing all other pages of the registration, the final page will provide you with a review of all information that has been entered. If there are required fields

missing information, the Review page will indicate which fields must be On the right-hand side of the form, you can see your progress and click on the “What’s Missing?” link to identify which required fields still must be completed. The registration form cannot be submitted until all missing items have been filled in.



Once you have filled in all the requirements, you will see the “What’s Missing?” turn into “Ready to Submit.” Click the Review page tab on the left of the screen to return to the Review page.



Verify that all information entered is accurate. Once you have reviewed the registration, click the green “Submit Registration” button at the bottom of the form to submit the registration for review.

EDITING A REGISTRATION

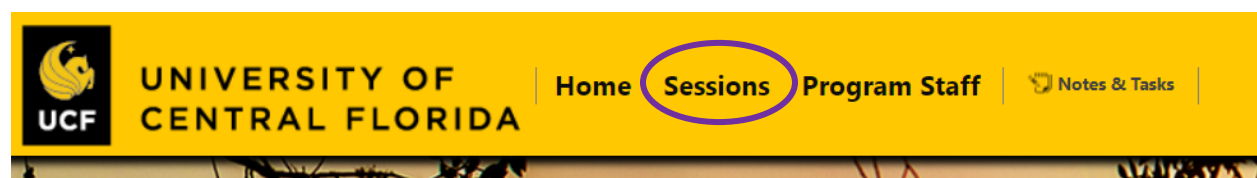
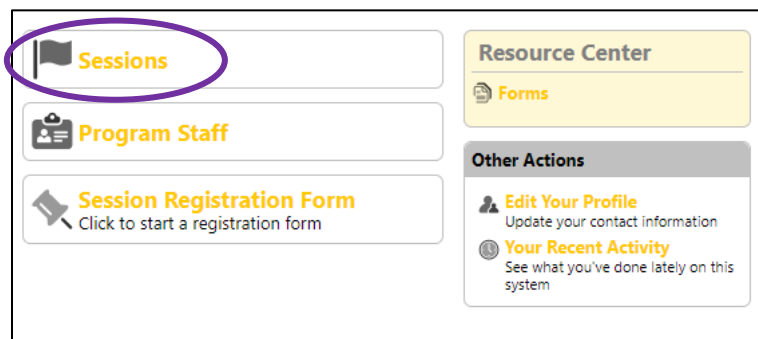
Program-level information is considered big-picture information, which includes your program name and program sponsor information. This information can only be edited by University Compliance and Ethics personnel.

Session-level information includes session specific details like date(s), time(s), location(s), and program staff information. Most session-level information can be edited by the program sponsor and primary contact. However, changes can only be made **BEFORE** the start date of the session.

To make changes to program-level information or session-level information for sessions that have already started, please submit a request to edit from the session registration within Squire. You may also contact University Compliance and Ethics directly at complianceandethics@ucf.edu.

MAKING EDITS TO SESSION QUESTIONS

1. Log into the [Squire Youth Program Registration Portal](#).
2. From the Home dashboard, click the “Sessions” option or click on the “Sessions” link located on the top menu bar.



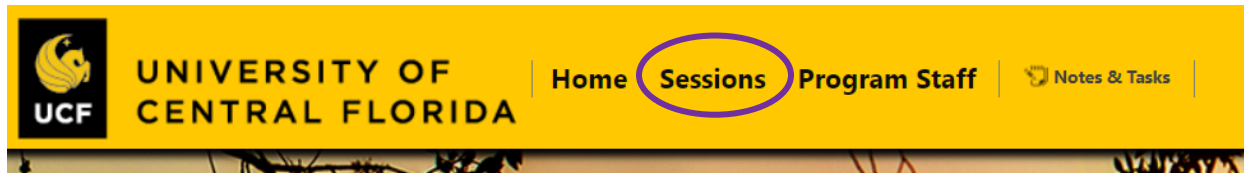
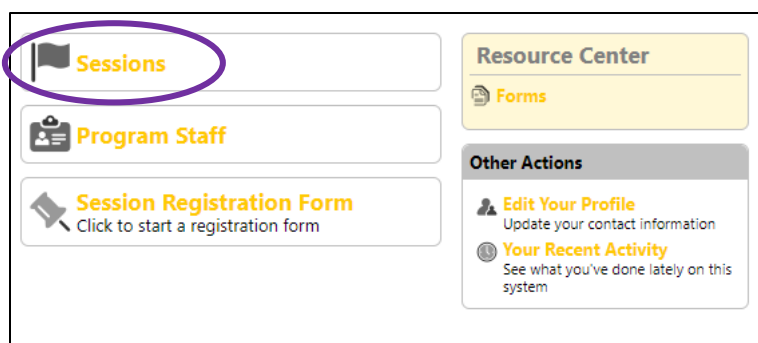
3. Click on the Session Name for the registration to be edited.
4. Click the “Edit Form” link on the right-hand side menu bar on the registration.
5. Make any necessary changes to the form. If changes are required to a field that is not editable, please either request edits directly from the registration form in Squire or contact University Compliance and Ethics. To request edits from the registration form, close the editable form and click on “Request Edits” located on the right-hand side menu bar on the registration.
6. Once all changes are completed, click “Save & Close” located on the bottom right corner of the editable form or click the red “X” box located on the top right corner of the editable form. The registration has automatically been updated and can be closed at this time.

MAKING EDITS TO PROGRAM STAFF

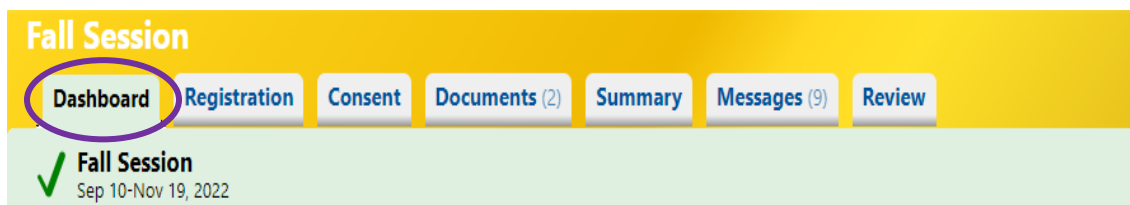
Program sponsors and primary contacts have the ability to make edits to the staff list of a registration (except to email addresses) prior to the start date for the program. To make changes to a current user account’s email address or to a program staff list after the start date for the session, please submit a request to edit from the session registration within Squire. You may also contact University Compliance and Ethics directly at complianceandethics@ucf.edu.

To make edits to program staff:

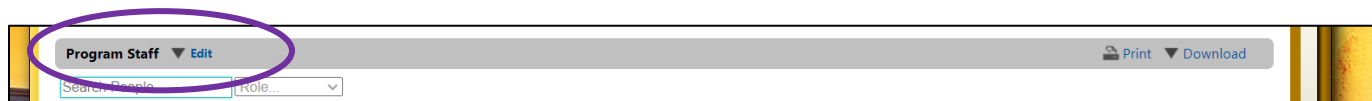
1. Log into the [Squire Youth Program Registration Portal](#).
2. From the Home dashboard, click the “Sessions” option or click on the “Sessions” link located on the top menu bar.



3. Click on the Session Name for the registration to be edited.
4. If you are not automatically taken to the “Dashboard” tab of the registration, click on the tab to go there.



5. Scroll down to the Primary Contacts or Program Staff section (as applicable).
6. Click on the “Edit” link in the menu bar of the staff type to be edited.



7. Program staff edits that can be made include:

- a. + Add a New Person
- b. Changing the Effective Date (i.e., the start date for the individual)
- c. Removing a person from the staff list.
 - ❖ UCF hosted programs also have the ability to change the person’s role, driver status, housing status, and supervising minors > 10hrs per month status.

Any person, compensated or volunteer, who is responsible for the care, custody, and control (supervision) of a minor at any time during the program.

+ Add a New Person
Upload Spreadsheet

	Name	Effective Date	<input type="checkbox"/> > 10hrs (per month)	Role	EMPLID	Training	Code of Conduct	Actions
✓		Sep 10, 2022 <small>Edit</small>	<input type="checkbox"/> Yes	E - Employee		✓ Compliant <small>Until: Aug 18, 2024</small>	✓ Compliant <small>Until: Aug 18, 2023</small>	Remove
✓		Sep 10, 2022 <small>Edit</small>	<input type="checkbox"/> Yes	E - Employee		✓ Compliant <small>Until: Jul 14, 2024</small>	✓ Compliant <small>Until: Jul 26, 2023</small>	Remove

This step-by-step guide is considered a living document and is subject to change. The most current version of this guide will always be available on the [UCF Youth Protection Program Website](#).

Should you have any questions or concerns not addressed in this help guide, please contact us at complianceandethics@ucf.edu.