1) New Registration

LOG IN

Begin by clicking the registration url: https://apps.ideal-logic.com/depaulyouthsafety

DePaul Login is for all DePaul University faculty, staff and students who will use their BlueKey credentials to login.

If no DePaul affiliation, use the Community Login to create a New Account.
HOME

Click **New Minor Program/Event Registration** to start a Program registration.

The **Help** button is available at any point during the registration process.

Refer to the Resource Center, Announcements and Links on the right for information regarding Program registration.

**Note:** If you have had previous Program registrations that information would be listed under **Events**, **Authorized Adults** or **Your Compliance**

Protection of Minor Children registration url: https://apps.ideal-logic.com/depaulyouthsafety
PRE-REGISTRATION QUESTIONS

Answer each question correctly. These questions determine whether or not registration is required for your Program.

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PROGRAM/EVENT INFORMATION

Program:
A Program name should represent the title or sponsoring unit of the activity. Enter either a new Program name or choose from one of your previous Programs.

Event:
An Event name should reflect the specific timeframe of the Program Event. For instance, Soccer Camp (Program) Summer 2021 (Event). Although it is possible that the Program & Event are the same name.

Date and Time:
Enter either a single date and time or multiple dates.
Information:
Fill in all the required information.

Variance explanations can be found by hovering over the ? on the requirement list. Not all Programs qualify for a variance.

Outside Entity is a non-DePaul organization that is participating in the Event in some capacity in conjunction with the sponsoring unit.

Attendee Information:
Enter # of attendees by age groups.
Attendee list and signed waivers must be uploaded prior to the Event date.

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Program Directors:
These individuals are responsible for compliance to the policy in regards to the registration. There can be more than one Program Director listed. Click to add an adult or search for adult from previous programs

Event Contacts:
Information for an adult or adults who would be the point of contact for communication during the Event.

Authorized Adults:
All adults who are in the presence of the attendees during the Event. All Authorized Adults must complete General Compliance Training, Illinois Mandated Reporter Training, adhere to a criminal and National Sex Offender Registry background check.

Submit:
Once all information has been entered, Submit the Event.

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