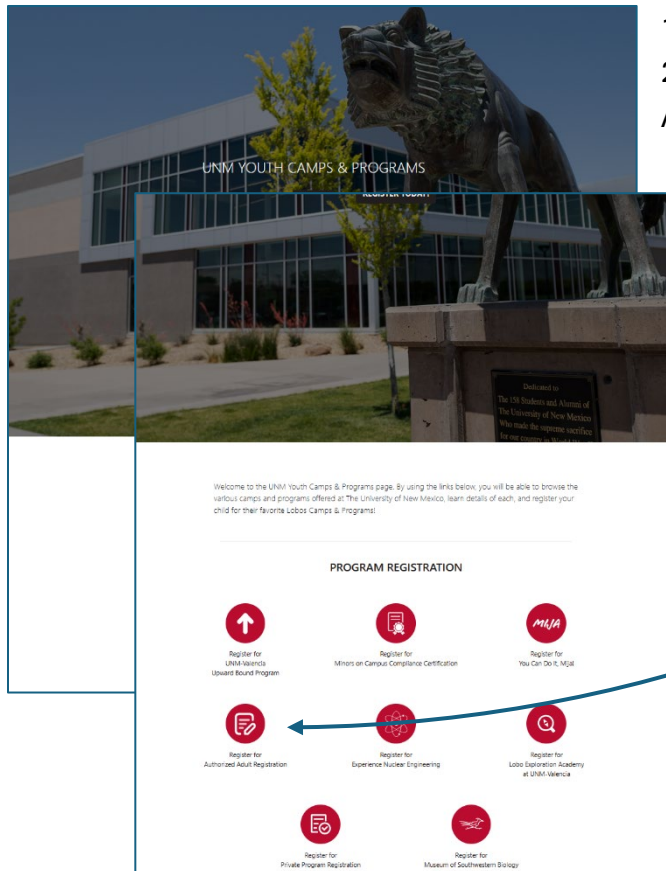


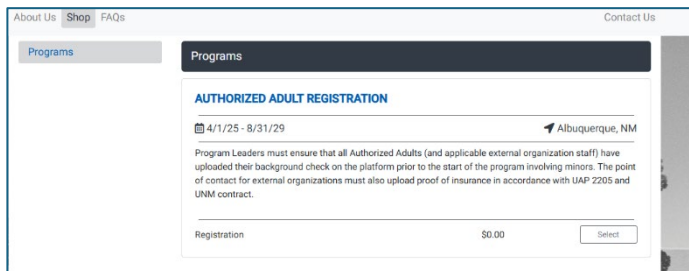
Authorized Adult Registration Guide

This guide will take you through the steps needed to complete an Authorized Adult registration for a University or external organization minors on campus program.

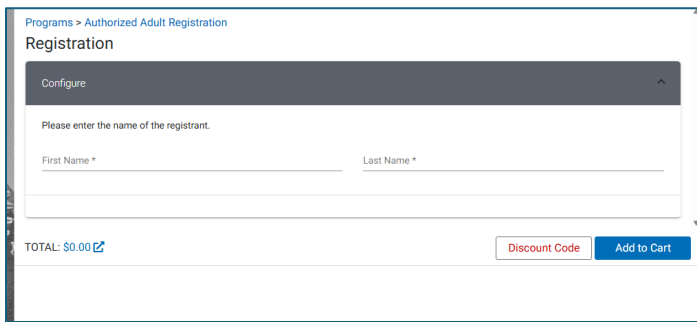


1. Visit LoboYouth.com.
2. Select "Register for Authorized Adult Registration"

3. On the next page, click "Select."

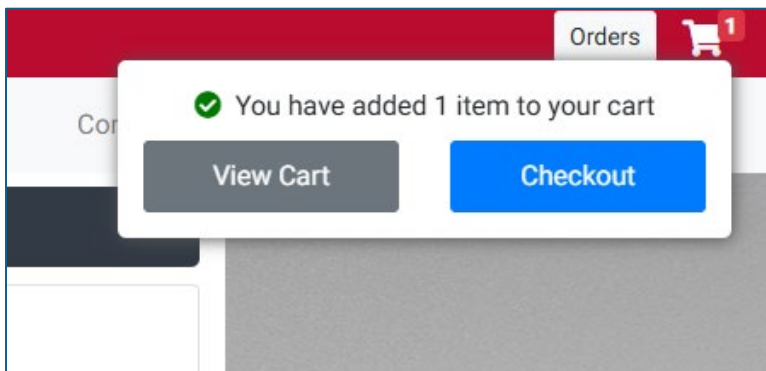


4. Enter your first and last name and select “Add to Cart.”

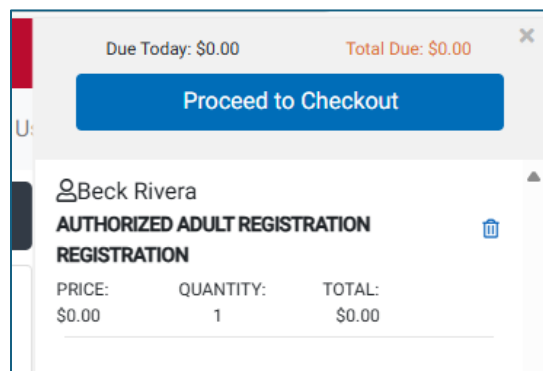


The screenshot shows a web form titled "Registration" under the breadcrumb "Programs > Authorized Adult Registration". It features a "Configure" header and a prompt: "Please enter the name of the registrant." Below this are two input fields labeled "First Name *" and "Last Name *". At the bottom left, it says "TOTAL: \$0.00" with a link icon. At the bottom right, there are two buttons: "Discount Code" and "Add to Cart". A blue line with an arrow points from the instruction text to the "Add to Cart" button.

5. Select “Checkout” that pops up on the top-right corner.



6. Select "Proceed to Checkout"



The screenshot shows a modal titled "Proceed to Checkout". At the top, it displays "Due Today: \$0.00" and "Total Due: \$0.00". Below this is a large blue button labeled "Proceed to Checkout". Underneath the button, the user's name "Beck Rivera" is shown next to a person icon. Below the name is the text "AUTHORIZED ADULT REGISTRATION" and "REGISTRATION" with a trash icon. At the bottom, there is a table with three columns: "PRICE:", "QUANTITY:", and "TOTAL:". The table contains one row with the values "\$0.00", "1", and "\$0.00".

PRICE:	QUANTITY:	TOTAL:
\$0.00	1	\$0.00

7. Begin filling out the Registration Information. Areas in red font and/or ending with an asterisk * are required. Once you're done with this page, select "Next."

The screenshot shows the 'Registration' section of the system. On the left, there is an 'Order Summary' table and a sidebar for 'Beck Rivera'. The 'Order Summary' table has the following data:

Order Summary	
Items	1
Total Due	\$0.00
Due Today	\$0.00

The sidebar for 'Beck Rivera' shows the following options:

- Registration Information (selected with a blue arrow and a radio button)
- Additional Information (radio button)
- AUTHORIZED ADULTS CODE OF CONDUCT (radio button)
- Transportation Agreement (radio button)

The main content area is titled 'Registration Information' and contains the following fields:

- First Name * (filled with 'Beck')
- Last Name * (filled with 'Rivera')
- Email Address *
- Phone Number *

A blue 'Next' button is located at the bottom of the form.

8. Continue completing the following registration page "Additional Information." Please follow the below guidelines when completing this page. Once you are done, select "Next."

The screenshot shows the 'Additional Information' page. The 'Order Summary' and sidebar are identical to the previous page. The main content area is titled 'Additional Information' and contains the following fields:

- Name of program (that you're serving as an Authorized Adult for) * (This field is required)
- Email Address * (This field is required)
- I obtained a completed background check in compliance with UAP 2205 * (This field is required)
- Are you an UNM employee? * (This field is required)
- If you are an UNM employee please upload your background check Smartsheet submission here... (with a blue upload icon)
- Have you completed Minors on Campus training? (dropdown menu)
- Are you the Program Leader for your program? * (This field is required)

Additional Information Page Guidelines:

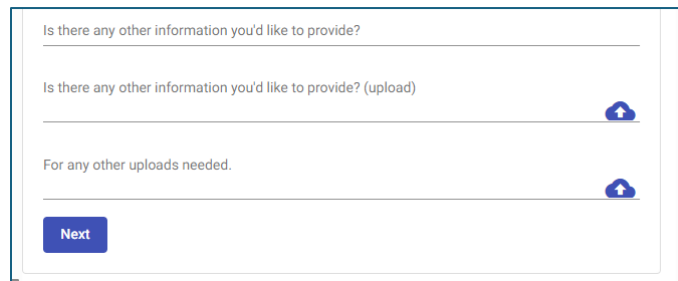
- a. **UNM EMPLOYEES** If you are a UNM employee, select “Yes” from the applicable drop down.
 - i. Background Checks If you submitted a background check request through UNM HR, please upload the submission email you received from Smartsheet.
 1. If someone is submitting a background check request on your behalf, they must contact CEEO (or HSC Compliance for HSC minors on campus programs) **before** the start of their program to provide proof of background check request so that it may be uploaded into the system on its administrative end.
 - ii. Training Employees must also confirm that they completed a Minors on Campus training by selecting the appropriate response from the dropdown.
- b. **PROGRAM LEADERS** If you are a program leader, please select “Yes” from the applicable dropdown. If there is additional information needed regarding a program or its participants, we will contact the program leader listed, based on the “Yes” indicated.
- c. **EXTERNAL ORGANIZATIONS** If you are an external organization, please select “Yes” from the appropriate drop down.
 - i. Background Checks All authorized adults in an external organization must provide a completed background check. Uploading an email confirming that a background check was cleared or approved without showing the date the background check was performed and the areas searched will not be approved. The background check must show that the following areas have been searched:
 - DOJ Sex Offender
 - Locator Select and Verification
 - Multi-State Instant Criminal Check with Verification
 - Federal Criminal Record - 3-Year Address History
 - County Criminal Record - 3-Year Address History

Authorized adults who did not receive a satisfactory background check are prohibited from participating in the minors on campus program.

- ii. Primary Point of Contact If you are the primary point of contact, please select “Yes” from the appropriate drop down. If additional

information is needed about a program or its participants, we will contact the person who marked “Yes.”

- iii. Facilities Contract The primary point of contact is responsible for providing the UNM contract or agreement executed for the external organization’s program and can upload this document through its registration page. Failure to provide this information will result in disapproval of a minors on campus program.
 - iv. Proof of Insurance The primary point of contact is responsible for providing a certificate of insurance and can upload this document through this registration page. Please contact the [Risk Services Department](#) for more information on insurance.
- d. Additional Information Fields The additional information fields serve as optional text and upload areas if an individual needs to share more information related to their registration. If an individual does not have additional information to provide, they may skip these fields.



The screenshot shows a registration form with the following elements:

- A text input field with the placeholder text "Is there any other information you'd like to provide?".
- A second text input field with the placeholder text "Is there any other information you'd like to provide? (upload)" and a blue upload icon (cloud with an upward arrow) to its right.
- A third text input field with the placeholder text "For any other uploads needed." and a blue upload icon to its right.
- A blue "Next" button at the bottom left of the form.

9. On the Authorized Adults Code of Conduct page, click “I consent to the above code of conduct” and draw your signature. Once you’re done, select “Next.”

Order Summary

Items	1
Total Due	\$0.00
Due Today	\$0.00

Beck Rivera
Authorized Adult Registration
Registration

- Registration Information ☒
- Additional Information ☒
- AUTHORIZED ADULTS CODE OF CONDUCT** ☒
- Transportation Agreement ☐

Registration

AUTHORIZED ADULTS CODE OF CONDUCT

The University of New Mexico (UNM) is committed to the safety and well-being of minors. Authorized staff and volunteers should be positive role models and treat others with respect, courtesy, and dignity. Authorized staff and volunteers must abide by all UNM policies and state and federal law.

As an authorized staff or volunteer working in programs for minors, I hereby agree as follows:

- As an authorized adult, I recognize that I have reporting responsibilities to report abuse and neglect, gender discrimination, stalking sexual assault and dating and domestic violence pursuant to the Minors on Campus policy 2205.
- I will not
- I will in
- I will n
- If one-
- I will I

My signature confirms that I have read and understand this Code of Conduct. My signature further confirms that I agree to abide by this Code of Conduct. Failure to abide by this Code of Conduct may result in sanctions against me, including but not limited to, termination and/or criminal prosecution.

☐ I consent to the above code of conduct *

This field is required
Please draw your signature below

10. On the Transportation Agreement page, click “I agree to abide the terms of the Transportation Agreement” and draw your signature. Once you’re done, select “Next.”

The screenshot shows a web application interface for registration. On the left is a sidebar with a dark header, a balance section showing '\$0.00', and a list of items with green checkmarks and a blue arrow icon. The main content area is titled 'Registration' and contains a sub-header 'Transportation Agreement' with a circular progress indicator. Below this, a paragraph states: 'As an Authorized Adult in a program involving minors, I agree to abide by the following requirements as stated in the University Administrative Policy (UAP) 2205: Minors on Campus and this transportation agreement:'. A list of six requirements follows. A blue-bordered box highlights the bottom portion of the page, containing a checkbox labeled 'I agree to abide the terms of the Transportation Agreement. *', a red error message 'This field is required', the text 'Please draw your signature below', a large empty rectangular box for the signature, a 'Clear Signature' button, and a blue 'Next' button. A vertical image of a building is visible on the far right edge of the page.

Registration

Transportation Agreement

As an Authorized Adult in a program involving minors, I agree to abide by the following requirements as stated in the University Administrative Policy (UAP) 2205: Minors on Campus and this transportation agreement:

1. Only Authorized Adults who have been approved by the Program Leader may transport Minors.
2. An Authorized Adult or Program Leader who transport Minors must have undergone and passed a New Mexico driver records check within the last twelve (12) months.
3. If a program involves minors, the program must be approved by the University of New Mexico Risk Management Office.
4. No adults or minors may be transported in a vehicle without a valid driver's license.
5. Minors must be accompanied by an authorized adult at all times while attending the program.
6. Parents must provide written consent for their minor to participate in the program.

☐ I agree to abide the terms of the Transportation Agreement. *

This field is required
Please draw your signature below

Clear Signature

Next

11. On the “Payment Information” page, enter your first and last name once more, including the phone number and email address of the person who should receive a receipt/acknowledgement of the registration. Once completed, select “Next.”
- a. **Program Leaders** you may direct your participants to include your email address and phone number to confirm a participant’s registration.

PAYMENT INFORMATION

1 Purchaser Contact Information

First Name *
This field is required

Last Name *
This field is required

Email for Receipt *
This field is required

Phone Number *
This field is required

Next

2 Confirmation

12. Once the “Confirm” box pops up on the page, select it.

PAYMENT INFORMATION

Purchaser Contact Information

2 Confirmation

TOTAL Price: \$0.00

Confirm

13. An Order Confirmation page will pop up. You are officially registered!

IF YOU DO NOT IMMEDIATELY RECEIVE A CONFIRMATION EMAIL, PLEASE CHECK YOUR SPAM/JUNK FOLDER

ORDER CONFIRMATION A confirmation email has been sent to barivera@unm.edu.

Authorized Adult Registration : Registration : Beck Rivera

Program Leaders must ensure that all Authorized Adults (and applicable external organization staff) have uploaded their background check on the platform prior to the start of the program involving minors. The point of contact for external organizations must also upload proof of insurance in accordance with UAP 2205 and UNM contract.

Price: \$0.00
August 15, 2025

TOTAL	\$0.00
Balance Due	\$0.00

TERMS & CONDITIONS

PRIVACY POLICY
Your privacy is very important to us. Parents, Campers, Coaches and others who may email us or enter registration information related to our camps may have their email address included in future camp mailing lists. Recipients can opt out of participation in these lists by using the subscription links included within future emails.

We will not sell your personally identifiable information to anyone.

SECURITY POLICY
Your payment and personal information is always safe. Our Secure Sockets Layer (SSL) software is the industry standard and among the best software available today for secure commerce transactions. It encrypts all of your personal information, including credit card number, name, and address, so that it cannot be read over the internet.

UNM Campus Programming does not store your sensitive financial information (e.g. credit card number).

14. Once you are registered, you will receive a confirmation email. Please retain it for your records and forward it to your program leader as directed.

Outlook

Thank You for Registering with Authorized Adult Registration

From Authorized Adult Registration Registration <barivera@unm.edu>
Date Fri 08/15/25 09:45
To Beck Rivera <barivera@unm.edu>

PURCHASE RECEIPT

Your confirmation number is 2458092. For inquiries, please contact barivera@unm.edu.

Registration	\$0.00
Subtotal	\$0.00
Payments	\$0.00
Balance Due	\$0.00

PURCHASE SUMMARY

Purchased	8/15/2025
Product	Authorized Adult Registration
Quantity	1
Dates	4/1/2025 - 8/31/2029
Location	1 University of New Mexico, Albuquerque, NM 87131

REGISTRANT SUMMARY