



# LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

## Event Registration Process for all camps, events, or conferences

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Executive Director for Administrative Services

# Event Registration Request

Each University academic and administrative unit sponsoring an event, whether located on or off campus, should register the event not later than thirty (30) days prior to the commencement date of the event.

*NOTE: All third-party events (sponsored or not sponsored) must execute a facility use agreement as well.*

The Total Contract Manager module within Cardinal Purch will be used to register the event.

# 3 Steps to Register an Event

(to be completed by department)

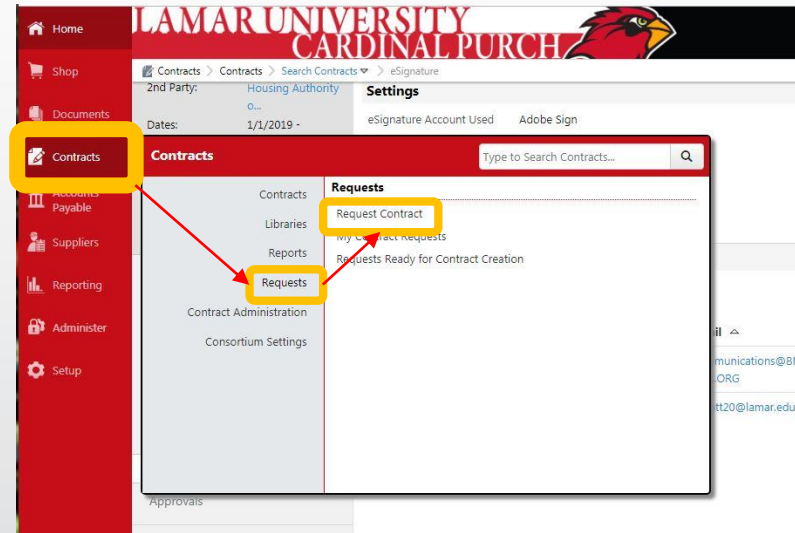
Step 1: Enter a Contract Request

Step 2: Answer the Questions

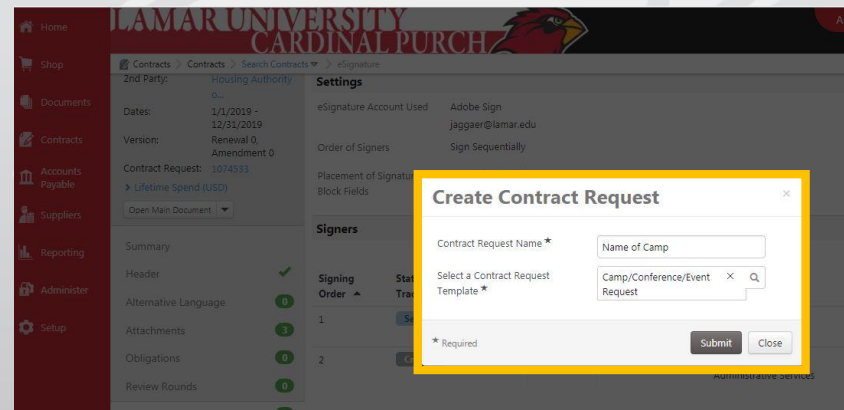
Step 3: Review and Submit Request

# Step 1: Enter a Contract Request

- Select Contracts - Requests - Request Contract



- Enter Name of Camp and select “Camp/Conference/Event Request” template and press **Submit**.



## Step 2: Answer the Questions

- General Questions
  - Other requested services?
    - ✓ Housing
    - ✓ Parking
    - ✓ Food Service
- Human Resources
  - ✓ Staffing Needs
- EHS & Emergency Mgmt
  - ✓ Emergency Contact Info
- Document Uploads
  - ✓ Brochures, flyers, marketing materials
  - ✓ Event Itinerary

Home

Shop

Documents

Contracts

Accounts Payable

Suppliers

Reporting

Administer

Setup

Menu Search (Alt+M)

Lamar University  
CARDINAL PURCHASING

Ashley Scott | 10:21 AM | 64 | 0.00 USD | Search

Contracts > Requests > My Contract Requests > Questions - General Questions

[Back to My Contract Requests](#)

Name of Camp

Form Number: 1099635  
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

General Questions ✓

Human Resource Info ✓

EHS & Emergency Mgmt I... ✓

Document Uploads ✓

Review and Complete

Discussion

Contract Request Workflow

Questions - General Questions

[Print Request](#) | [History](#) | ?

CPM Event Info

Name of Camp, Conference or Event \*

Department

Program Supervisor ⓘ

Program Supervisor Email ⓘ

Please enter the Index that will be used for this camp, conference or event. \*

★ Required

< Previous

Save Progress

Next >

# Step 3: Review & Complete Request

The screenshot displays the 'Review and Complete' interface for a contract request. The top navigation bar includes the Lamar University logo, the user name 'Ashley Scott', and a shopping cart icon showing '0.00 USD'. The left sidebar contains a menu with options like Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area is titled 'Review and Complete' and shows a progress bar with a green checkmark indicating 'Required fields complete'. Below this, a table lists sections and their completion status:

Section	Progress
Instructions	✓ No Required fields
Details	✓ No Required fields
Attachments	✓ No Required fields
Questions	✓ Required fields complete
General Questions	✓ Required fields complete
Human Resource Info	✓ Required fields complete
EHS & Emergency Mgmt Info	✓ Required fields complete
Document Uploads	✓ Required fields complete

A red arrow points from the 'Complete Request' button at the bottom right to the 'Required fields complete' status in the progress bar. The 'Complete Request' button is highlighted with a yellow border.

# Event Registration Processing

(to be completed by Stakeholder departments)

- These steps are shown for informational purposes. The “Stakeholder” departments will perform the actions describe, as necessary based on the event.
- The department will receive notifications regarding the event (“contract”) from the Cardinal Purch system.

# Create a CAMP “contract”

Campus Event Coordinator will receive the event registration request form and create a contract.

- ✓ CAMP contract will have a contract number
- ✓ Provides event information and one location for all documents to be stored

The screenshot displays the Lamar University Cardinal Purchasing System interface. The left sidebar contains navigation links: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area shows the 'Contract Header' for a draft contract with the number 734-2019-CAMP-000638. The contract is titled 'Discover Your Future Camp (Deaf Studies)'. Key details include: Contract Number: 734-2019-CAMP-000638; Contract Name: Discover Your Future Camp (Deaf Studies); Contract Type: Campus Programs for Minors; Work Group: Deaf Studies and Deaf Education; Summary: Dept of Deaf Studies and Deaf Education - Summer Camp. The 'Contract Parties' table lists Lamar University as the First Party (Primary) and LU Department as the Second Party (Primary). The interface also includes a 'Draft' status bar, a 'Contract Actions' dropdown, and a 'Parent Contract' search field.

**Contract Header**

Contract Number: 734-2019-CAMP-000638

Contract Name: Discover Your Future Camp (Deaf Studies)

Contract Type: Campus Programs for Minors

Work Group: Deaf Studies and Deaf Education

Summary: Dept of Deaf Studies and Deaf Education - Summer Camp

**Contract Parties**

Name	Currently Visible	Type	Contact	Contract Address	Actions
Lamar University		First Party (Primary)	-	-	Actions
LU Department		Second Party (Primary)	-	-	Actions

# Create an Event Info Sheet

Contract/Event Number: 734-2019-CAMP-000638  
 Start Date: 08/04/2019  
 End Date: 08/10/2019



## Camp, Conference or Event Information Sheet

Camp/Conference/Event Name: Discover Your Future Camp (Deaf Studies)  
 Name of Program Supervisor: Diane Clark  
 Department: Department of Deaf Studies and Deaf Education  
 Email: diane.clark@lamar.edu  
 Phone Number: 409-880-7848

Will this Camp/Conference/Event include Minors? Yes

Number of Program Sessions: 1  
 Date(s) of each session: 08/04/2019

Number of Participants: 20.00

Total Number of Staff Required: 5.00  
 Total Number of LU Staff: 2  
 Number of Temporary Hires: 0  
 Number of Non-paid Volunteers: 3.00

### Confirmation of Supervision Ratios:

REQUIRED Number of Staff by participants per age				Event Supervision Numbers					
Participant Age	No. of Staff	Overnight Participants	Day Only Participants	No. of LU Staff	No. of Temp Workers	Total No. of Volunteers (not paid)	Total No. of Workers	Total number of Overnight Participants	Total number of Day Only Participants
5 years & under	1	5	6					0	
6-8 years	1	6	8					0	
9-14 years	1	8	10					0.00	
15-18 years	1	10	12	2	0	3	5	20.00	

**Services Requested:** The following checked services have been requested by the Program Supervisor:

- ☐ Hiring of Temporary Workers
- ☒ Housing
- ☒ Food Service
- ☐ Transportation and/or Parking
- ☐ Facility Use

### Additional Information:

Emergency Contact 1: [[ Emergency Contact 1 ]]  
 Emergency Contact 2: [[ Emergency Contact 2 ]]

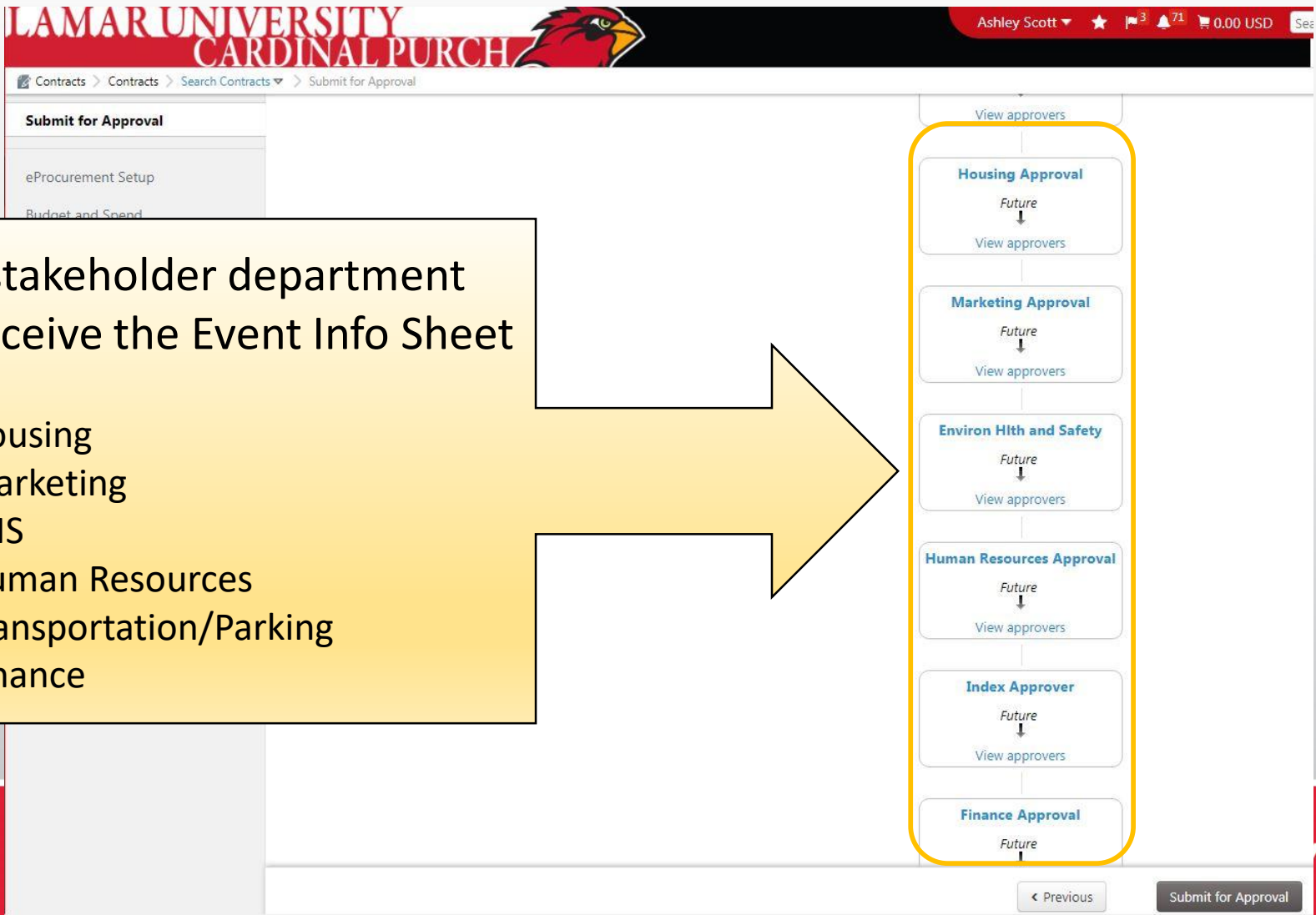
Info Sheet provides all the pertinent event information for stakeholders:

- ✓ Department contact info
- ✓ Event date(s)
- ✓ Number of participants
- ✓ Age groups of participants
- ✓ Additional Services Requested
  - ☐ Human Resources
  - ☐ Housing
  - ☐ Food Service
  - ☐ Transportation/Parking
  - ☐ Facility Use

# Submit Event Sheet through Stakeholder Workflow

Each stakeholder department will receive the Event Info Sheet

- ✓ Housing
- ✓ Marketing
- ✓ EHS
- ✓ Human Resources
- ✓ Transportation/Parking
- ✓ Finance



# Stakeholder's Responsibilities

## ☐ **Housing**

- Assists department with housing arrangements

## ☐ **Marketing**

- Reviews all marketing materials

## ☐ **EHS**

- Assists department with Liability Waivers
- Assists department with Medical Plan/Medicine Distribution Plan
- Assists department with Communications/Emergency Plan

## ☐ **Human Resources**

- Assists department with hiring of temporary workers
- If event includes minors, performs annual background checks on all individuals involved the event (faculty, staff, student workers, students, and volunteers)
- If event includes minors, assists department in ensuring that all individuals involved with the event completes the Child Protection Training

## ☐ **Transportation/Parking**

- Assists department with transportation/parking arrangements

## ☐ **Finance**

- Assists department with budget review and marketplace set up
- Assists department with event reconciliation and interdepartmental transfer of funds



# Create Reminders ("Obligations") for Stakeholders and Department

**LAMAR UNIVERSITY**  
**CARDINAL PURCHASING**

Contracts > Contracts > Search Contracts > Obligations

**734-2019-CAMP-000638**  
Discover Your Future Camp (Deaf Studies)

Type: Campus Programs for Minors  
2nd Party: LU Department  
Dates: 1/24/2019 - 8/11/2019  
Version: Renewal 0, Amendment 0  
Contract Request: 995433  
> Lifetime Spend (USD)  
Open Main Document

**Obligations**

Show Recurring Obligations As: Occurrences

Due Date Between: mm/dd/yyyy hh:mm a

Obligation Name	Obligation Id	Status	Due Date
CPM - Background Checklist	97661	Future	5/1/2019 11:59 PM CDT
CPM - Child Protection Certs	97662	Future	7/1/2019 11:59 PM CDT
CPM - Dispensing Meds	97603	Future	7/22/2019 11:59 PM CDT
CPM - Liability Waivers	97663	Future	7/23/2019 11:59 PM CDT
CPM - TDSHS Form	97618	Future	7/30/2019 11:59 PM CDT
CPM - Roster	97604	Future	8/17/2019 11:59 PM CDT

1-6 of 6 Results

10 Per Page

This is a reminder that the following obligation is coming due:

**Obligation Name:** " CPM - Reconciliation & Invoicing"  
**Due Date:** 1/25/2019 11:59 PM

You are listed as First Party Stakeholder. Please see the details below.

**Contract Name:** Camp Example  
**Contract Number:** 734-2019-CAMP-000614  
**Obligation Name:** CPM - Reconciliation & Invoicing  
**Obligation Description:** Reconcile CPM revenues and costs, and submit invoice to Program Sponsor.  
**First Party Obligation Owner(s):**

Use the link below to access the contract within the application as appropriate.

[Click here to view Contract Obligation](#)

Thank you,  
Office of Contract Administration  
**LAMAR UNIVERSITY**

Each reminder  
is listed here

# Approved Event Registration

The screenshot displays the Lamar University Cardinal Purchasing System interface. A red sidebar on the left contains navigation links: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area shows a search for '734-2019-CAMP-000638' with a 'Draft' status. A yellow arrow points from this draft to a detailed view of contract '734-2019-CAMP-000614', which is marked 'Executed: In Effect'. This detailed view includes a 'Contract Header' section with fields for Contract Number, Name, Type, Dates, Version, and Request. A 'Contract Parties' section is also visible. An inset box on the right, representing an email notification, states that the contract has completed approval and is now executed, providing the contract name 'Camp Example' and number '734-2019-CAMP-000614'. It includes a 'View Contract' button and a signature from Ashley Scott, Office of Contract Management, Lamar University. The top right of the interface shows the user 'Ashley Scott' and a balance of '0.00 USD'.

**Lamar University Cardinal Purchasing System**

**Contracts > Contracts > Search Contracts > Contract Header**

1 of 4 Results

**Draft** Once done authoring, reviewing, and negotiating this contract, submit it for approval. This contract must be in a Fully Executed status before it can be made active for shopping.

**734-2019-CAMP-000638** Contract Header

Discover Your Future (Deaf Studies)

Contract Number \* 734-2019-CAMP-000638

Parent Contract Type to filter...

**Executed: In Effect** This contract is in effect through the end date of 1/11/2019 at 11:59 PM CDT.

**734-2019-CAMP-000614** Contract Header

Camp Example

Type: Campus Programs for Minors

2nd Party: LU Department

Dates: 1/10/2019 - 1/11/2019

Version: Renewal 0, Amendment 0

Contract Request: 1072685

> Lifetime Spend (USD)

Open Main Document

**Contract Header**

Contract Number \* 734-2019-CAMP-000614

Contract Name \* Camp Example

Contract Type \* Campus Programs for Minors

Work Group \* VP Finance and Operations

Summary Example Camp Event

Parent Contract -

Use eSignature for this contract? \* No

Show on Supplier Portal Inherit From General Contract Settings -- Current Setting: No

**Contract Parties**

Ashley Scott,

The following contract has completed contract approval Workflow and is now executed:

**Contract Name:** Camp Example  
**Contract Number:** 734-2019-CAMP-000614

Please use the link below to access the Contract as appropriate.

**View Contract**

Thank you,  
Office of Contract Management  
**LAMAR UNIVERSITY**

Ashley Scott

0.00 USD

# Upload Attachments

## Upload Prior to Event Start Date:

- ✓ Background Check Verification
- ✓ Training Certificates
- ✓ Liability Waivers
- ✓ Class Roster

## Upload After Event End Date:

- ✓ Financial Reconciliation

Contracts > Contracts > Search Contracts > Attachments

< Back to Results 1 of 4 Results < >

**Draft** Once done authoring, reviewing, and negotiating this contract, submit it for approval. This contract must be in a Fully Executed status before it can be made active for shopping. Contract Actions

**2019-CAMP-000638** Attachments View XML History ?

Looking for this contract exported as a PDF? Go to View Exports...

General (2) Obligations (0)

Add Attachments

Add Attachments

Add Attachments from Request

Download Full Contract as PDF

	Print with Full Contract	Version	Size	Date Uploaded	
1	✓	3	87 KB	1/24/2019 3:33:53 PM	Actions
2019-01-24 734-2019-CAMP-000638 - CPM Info Sheet (version 3).docx					
2	✗	1	410 KB	1/24/2019 10:00:57 AM	Actions
FLYER Summer+Camp+DSDE+2018.png					

Alternative Language 0

Attachments 2

Obligations 6

# Questions?

## Contact Information

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