

The University of Texas at Dallas
Programs for Minors
CircuiTree Guide

Registering a PACE for Minors in CircuiTree

To register a PACE for minors, the UT Dallas camp director/coordinator will need to log in the [CircuiTree Registration](#) site using the username and password they created. First-time users should email pace@utdallas.edu to request an account and username.

Once logged in to CircuiTree:

1. Click **Compliance Application** under the Registration section.
2. Input your **UT Dallas email**.
3. Click **Get Started**.
4. **Create New Application**
 - a. Form – Use the dropdown menu to select the current year form.
 - b. Name of Program – Enter the name of the program for which you are registering. If the camp being registered has multiple weeks with different participants each week, enter the program name (i.e. UTD Youth Soccer Camp or Computer Science Coding Camp). There will be an opportunity to add additional/other weeks of the program on another screen (see step f below).
 - c. Organization – Use the dropdown menu to select the appropriate department sponsoring the camp.
 - d. Answer all qualifying questions.
 - e. Enter all required information (marked with a red *) about the PACE for minors. Please note: questions asked vary depending on the type of program being offered.
 - f. Event Dates – Enter the beginning and end dates for the PACE for minors. If there are multiple weeks of the same camp with different participants each week, add the weeks one at a time using the “Add Event” button indicating in the event name which week is being added (i.e. UTD Youth Soccer, Week 1).
 - g. PACE Request and Approval – Download the PACE Request and Approval form, and complete and obtain required approval signatures. The completed form with required signatures may be uploaded at a later date.
 - h. Complete the Operational Plan section. Please note, online programs do not need to download and complete the Emergency Preparedness Plan.
 - i. Complete Participant Well-Being Plan.
 - j. Special Event Risk Assessment (SERA) – All in-person and online PACE for minors, with the exception of ongoing internships and mentorships in laboratories, must submit a SERA for approval. The SERA form is completed and submitted online. There is a separate SERA for virtual/online PACE for minors.
 - k. Camp Insurance – Three types of camp insurance are offered. Select the appropriate form for the PACE for minors being registered, complete the form and submit it to [Ruth Maldonado](#) with UT System Risk Insurance.
 - i. Sports Camp Insurance.

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- ii. Non-Sports Camp Insurance.
- iii. Online Camp Insurance (use this form for PACE for minors that are strictly online or a combination of in-person and online interaction).
- I. Police Event Registration – This only needs to be completed and uploaded for in-person PACE for minors.
- m. Designated Individual Workbook – Information needs to be populated in columns A-H for anyone that will be working with minors on a regular basis. Submit the completed workbook to PACE@utdallas.edu so the Criminal Background Check and training dates can be populated by the Programs for Minors Office.
- n. Submit the completed application. A participant registration form will be created by the Programs for Minors Office. The registration will go live once the program has been approved by the Programs for Minors Office.