

## **INSTRUCTIONS FOR SEASONAL CAMP STAFF UNLAWFUL HARASSMENT PREVENTION TRAINING SELF-REGISTRATION**

All Camp Sequassen resident camp staff members are required to complete the online unlawful harassment prevention training prior to arrival at camp.

Staff members who took the training in 2017 are not required to take the training again in 2018.

New staff members and those who took the training prior to summer of 2016 need to complete the training by following the instructions below:

1. Click on or enter the following link to access the training classroom: <http://el.lawroom.com/bsaregistration.aspx>
  2. Using the drop down boxes, enter or select the required information.
  3. When the required fields have been completed you will be directed to the required training course.
  4. Complete the training course and print the certificate of completion.
  5. Provide a copy of the certificate of completion to your council prior to camp or bring it with you when you arrive at camp.
- For questions about this notice contact: Carolyn Cruson, [ccruson@bsamail.org](mailto:ccruson@bsamail.org), 203-951-0237.
  - For problems with access to or functionality of the course contact: LawRoom 1-800-652-9546 or [admin@lawroom.com](mailto:admin@lawroom.com)