

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

Dear Custaloga Town Staff members,

All CTSR staff members are required to complete the online unlawful harassment prevention training prior to arrival at camp and here are the directions of how to do the training. Originally this was designed to do every three years but we are going to require it every year as some people move to different positions and we want to make sure that everyone has completed the course.

1. Click on 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. If your council territory covers more than one state, select the state where your council headquarters is located.
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: Susan Ericsson at the council service center 814-868-5571.
  - For problems with access to, or functionality of the course contact: LawRoom 1-800-652-9546 or [admin@lawroom.com](mailto:admin@lawroom.com)