Completing Your FAS Event Liability Registration Online

Please print these instructions for a handy reference on how to complete your Oceanids event. When ready, go to:


and click on REGISTER on the top menu bar

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1 of 6</strong></td>
<td></td>
</tr>
<tr>
<td>1. Which Campus?</td>
<td>Select: University of California San Diego</td>
</tr>
<tr>
<td>2. Event Description:</td>
<td>Example: Day Bridge, Hiking, All Aboard, etc.</td>
</tr>
<tr>
<td>3. Additional Event Description Detail:</td>
<td>Ex: Bridge at member’s house, train trip to Bowers Museum</td>
</tr>
<tr>
<td>4. Event Start Date:</td>
<td>Enter date in mm/dd/yyyy</td>
</tr>
<tr>
<td>5. Event End Date:</td>
<td>Enter date event ends or if a 1 day event enter the next day in mm/dd/yyyy</td>
</tr>
<tr>
<td>6. Is the event being held on a watercraft?</td>
<td>Select yes or no</td>
</tr>
</tbody>
</table>

**Step 2 of 6**

**Foundation Information**

Foundation, Alumni & Support Groups:* | Select: UCSD-Oceanids |
Alumni, Foundation or Support Group?* | Select: Support Group |
Organization Address1:* | 9500 Gilman Drive |
Organization Address2: | MC 0049 (This is Oceanids’ mail code) |
City:* | La Jolla |
State:* | California |
Zip Code:* | 92093 |
Organization Web Site: | [http://ccom.ucsd.edu/~oceanids/default.html](http://ccom.ucsd.edu/~oceanids/default.html) |
Contact Person email:* | Answer all questions as it pertains to the event. List the full name and email address of the contact person for the event and where the certificate of insurance will be sent to; if you are the event holder, you need to put your email address here. All questions must be answered. |
Contact Person:* | |
Contact Person Phone:* | |
Total # of Expected Attendees:* | |
Max # of Expected attendees at one time:* | |

**Event Information**

Is Event being held on Campus?* | Select: Yes or No |
Location of Event Name:* | |
Location of Event Address1:* | |
Location of Event Address2: | |
Location City:* | |
Location State:* | Answer all questions as it pertains to where the event will be held. List complete address as best that can be found. (Ex: 222 Elm St, La Jolla, CA 92037) All questions must be answered. (This
### Question | Response
--- | ---
Location Zip Code:* | information is what will print on the certificate as Certificate Holder
Does the Cert Holder need to be listed as Additional Insured? * | Select No
Need additional COI for anyone other than the venue above?* | Select No

**Step 3 of 6**
Sporting Event
Type of Sporting Event:* | 
Vehicle used for the Event
Vehicle being rented for transportation of attendees?* | 
Personal vehicles used?*
Product Coverage
Is Product Liability coverage requested?* | Answer all questions as it pertains to the event. You may be asked to fill out additional lines that may drop down depending on your yes/no selection
Advise if any of the following will be present during the event.
Are Amusements provided?*
Are Inflatables provided?*
Are Tents provided?*
Entertainment Provided?*
Is your group providing valet parking?*
Is armed/non-armed security being provided?*
Is liquor being sold or served?*
Any personal vehicles being used for Alumni, Foundation or Support Group Use?* | 

**Step 4 of 6**
**Confirmation Page**
1. Verify the information you have provided. Click "Edit Profile" to make any changes.
2. When information is correct, click **PRINT** to retain a copy for your records.
3. Click Continue to Proceed

**Steps 5 and 6**
**E-Signature Page**
Read statement and click the checkbox “Yes I agree and wish to proceed with my electronic application.”
Read statement and click on “I Agree” at the bottom of the page. If you have completed the registration correctly, you will receive a message that a certificate of insurance will be emailed to you and also to risk management.
The following are additional steps to be completed offline:

**Step 7:** Go to your email inbox and check for an email from Marsh Campus Connections. There will be an attachment to this email. This is the certificate of insurance. Open the file and print.

**Step 8:** Oceanids are required to collect these certificates to ensure events are being registered. Please forward a copy of the certificate to Beate Menzel, jrblmenzel@sbcglobal.net. If you difficulty registering your event, contact Corinne Cramer, UCSD Support Group Office, 858-534-8888 or ccramer@ucsd.edu, M-F: 7:30am -4pm.