

Activity Dashboard [.2403 - .2503]

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You are viewing a previous version of this article. See [Activity Dashboard](#) for the most current information.

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Tool Search: Activity Dashboard

The Activity Dashboard allows primary and secondary activity owners to manage their activities. This tool also allows users, who have the correct tool rights, to create and submit proposed activities for approval.

What can I do?	What do I need to know?
<ul style="list-style-type: none">• View Activities• Create and Submit an Activity Proposal• Recall a Proposed Activity• Edit an Activity• Copy an Activity• Cancel or Delete an Activity• Submit an Activity Request for Preapproval	<ul style="list-style-type: none">• Important Information About this Tool• Tool Rights

Activity Dashboard

Use the Activity Dashboard to manage activities as a primary or secondary owner. Users with appropriate tool rights may also propose new activities.

Timeframe

Previous Current Upcoming Proposed

Activity Name	Type	Status	Prior Year Only	
Geology Club	Type: Activity	2 Total Students	0 Payment Complete	0 Form Complete
Registration: 03/01/2023 - 03/17/2023				
Activity Duration: 03/19/2023 - 05/19/2023				
COMPLETE				
Roster	View	Copy		
Robotics	Type: Activity	0 Total Students	0 Payment Complete	0 Form Complete
Registration: 09/01/2021 - 09/30/2021				
Activity Duration: 10/11/2021 - 10/14/2021				
COMPLETE				
Roster	View	Copy		
Rocketry Club	Type: Activity	0 Total Students	0 Payment Complete	0 Form Complete
Registration: 03/01/2021 - 01/23/2023				
Activity Duration: 05/03/2021 - 05/28/2021				
COMPLETE				
Roster	View	Copy		
<p>1 - 3 of 3 items</p> <p>1 25 items per page</p>				
New				

Important Information About this Tool

- Secondary Activity Owners only have a read-only view of the activity to which they are assigned unless they are the creator of the proposed activity. The Remove and Recall buttons will not display for them even if they are given the Delete tool right.
- When a Primary Owner is not the person who created the activity and changes the Primary Owner to another person, they will not have access to the activity after they save their changes.
- When a Primary Owner is not the person who created the activity and adds themselves as the Activity Owner (Secondary), they will only have read-only access to the activity after they save their changes.
- Activities that are **In Review** cannot be edited.
- Declined activities appear in the **Previous** area with the status **Declined** and comments from the reviewer.
- Returned activities appear in the **Proposed** area, can be edited, and can be re-submitted for approval.

View Activities

The initial view provided by the Activity Dashboard is a summary view of all Current activities. However, you can view other activities by using the following options.

Activity Dashboard

Use the Activity Dashboard to manage activities as a primary or secondary owner. Users with appropriate tool rights may also propose new activities.

Timeframe

Previous

Current

Upcoming

Proposed

Activity Name

Type

Status

Prior Year Only

Filters:

OFF

Option	Description
Previous	All activities in a Complete, Canceled, or Declined status. Declined activities include comments from the reviewer that can be seen here.
Current	All activities in a Registration Open, Registration Closed, Active-Registration Open, or Active - Registration Closed status.
Upcoming	All activities in Ready or Approved status.
Proposed	All activities in a Draft - Proposal, Pending, In Review, or Returned status. <ul style="list-style-type: none"> • Users can only view activities they submit or view activities for which they are listed as the primary or secondary activity owner. • Activities that are In Review cannot be edited. • Activities in a Returned status can be edited and re-submitted for approval.
Filters	You can further narrow the number of activities that display by using the following filters: <ul style="list-style-type: none"> • Activity Name • Type (Activity, Athletics, Field Trip) • Status
Prior Year Only	When this checkbox is marked, only activities from the prior calendar year display. This checkbox only displays on the Previous tab.

Create and Submit an Activity Proposal

You must have Add rights for the Activity Dashboard to complete these steps.

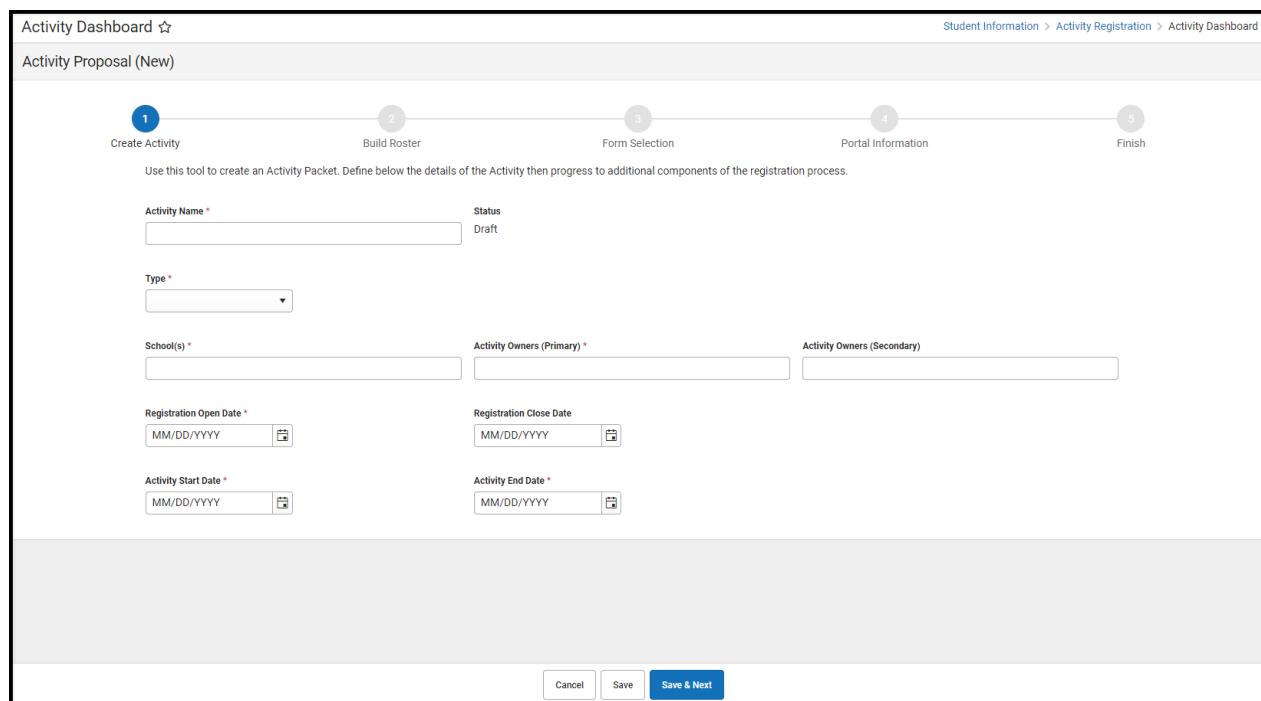
- [Step 1. Create Activity](#)
- [Step 2. Build Roster](#)
- [Step 3. Form Selection](#)
- [Step 4. Portal Information](#)
- [Step 5. Finish](#)

Step 1. Create Activity

Page 3

The first step is to define parameters for the activity. To add an activity, click the **New** button in the action bar.

► [Click here to expand...](#)



Use the following field descriptions to complete the Create Activity screen.

Field	Description
Activity Name	<p>A name for the activity you are creating. <i>This is a required field.</i></p> <p>The Activity Name can be changed until registration is closed. If you have already associated a Product with this activity and the product has the same name, Campus gives you the option to change the product name too.</p> <p>Please note that if you change the Activity Name, any completed purchases/registrations that exist when you change the name will still use the original name (name at the time the purchase was made) in School Store reports.</p>
Type	<p>The activity Type is provided by Campus. Options include the following:</p> <ul style="list-style-type: none"> • Activity • Athletics • Field Trip <p><i>This is a required field.</i></p>

Field	Description
Activity Level	<p>Activity Levels are another way to identify different kinds of activities. This field only displays if you have added Activity Levels in the Attribute Dictionary and is optional unless the Required checkbox is also marked in the Attribute Dictionary.</p>
International	<p>The International checkbox only displays when the activity Type is <i>Field Trip</i>. If your district uses the Preapproval process, marking this checkbox ensures Campus routes your activity request to the correct approver(s).</p>
Status	<p>The Activity status. This is a read-only field.</p>
School(s)	<p>The school(s) to which you can associate the Activity. Only schools to which you have tool rights display. <i>This is a required field.</i></p>
Activity Owners (Primary)	<p>The primary person(s) responsible for the Activity. To appear in this field, the person must have an active assignment in the selected school and</p> <ul style="list-style-type: none"> • the Activity Staff checkbox marked on their District Assignment OR • be assigned the Activity Staff role on their Work Assignment (HR Only). <p>You may select more than one person in the field.</p>
	<p>For access to attendance and messaging options, the person must also have Teacher marked on their District Assignment or be assigned the Teacher role on their Work Assignment (HR Only).</p> <p>When a Primary Owner is not the person who created the activity and changes the Primary Owner to another person, they will not have access to the activity after they save their changes.</p> <p>When a Primary Owner is not the person who created the activity and adds themselves as the Activity Owner (Secondary), they will only have read-only access to the activity after they save their changes.</p> <p><i>This is a required field.</i></p>

Field	Description
Activity Owners (Secondary)	<p>The secondary person(s) responsible for the Activity. To appear in this field, the person must have an active assignment in the selected school and</p> <ul style="list-style-type: none"> • the Activity Staff checkbox marked on their District Assignment OR • be assigned the Activity Staff role on their Work Assignment (HR Only). <p>You may select more than one person in the field.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>For access to attendance and messaging options, the person must also have Teacher marked on their District Assignment or be assigned the Teacher role on their Work Assignment (HR Only).</p> </div> <p>Secondary Activity Owners only have a read-only view of the activity to which they are assigned unless they are also the creator of the proposed activity. Secondary owners on an activity do not have the Remove button for delete/cancel functions even if the Delete tool right is assigned.</p>
Registration Open Date	<p>The first day on which the Activity displays in the School Store and people can register for the Activity. The date must be prior to the Activity Start Date and Registration Close Date. <i>This is a required field.</i></p>
Registration Close Date	<p>The last day on which the Activity displays in the School Store. The date must be after the Registration Open Date and prior or equal to the Activity End Date. If you do not enter a date, Campus automatically uses the Activity End Date.</p>
Activity Start Date	<p>The date on which the Activity begins. The date cannot be prior to the Registration Open Date or after the Activity End Date. <i>This is a required field.</i></p>
Activity End Date	<p>The date on which the Activity ends. The date cannot be prior to the Activity Start Date or Registration Close Date. <i>This is a required field.</i></p>

Step 2. Build Roster

Define eligible participants by selecting a saved Ad Hoc filter and/or entering a description of the group.

► [Click here to expand...](#)

Activity Dashboard ★ Student Information > Activity Registration > Activity Dashboard

Activity Proposal - Cycling Club

5 Step Activity Proposal

1 Create Activity 2 Build Roster 3 Form Selection 4 Portal Information 5 Finish

Define eligible participants. Populate information regarding the criteria for those who may be associated with this activity. * (Populate at least one)

School(s)
Harrison High

Description of group to be created (max characters 1000)

Ad Hoc Filter
Select Ad Hoc Filter

Preview

Buttons

Previous Cancel Save **Save & Next**

Use the following field descriptions to complete the Build Roster screen.

Field	Description
School(s)	This field displays the school(s) that were selected in Step 1 - Create Activity.
Description of group to be created	A description of the eligible participants.
Ad Hoc Filter	The Ad Hoc filter for selecting eligible students. Campus only allows students who are included in the Ad Hoc filter to register for the activity. If you do not have rights to Ad Hoc, this field does not display.
Preview	Click this button to preview roster information in a side panel. The panel displays an estimate of the total number of students listed by school then provides the student's names. If a student has multiple enrollments and Campus cannot identify the primary enrollment, an asterisk (*) displays behind the student's name. If you do not have access to ad hoc or to the ad hoc filter that is assigned to the activity by a reviewer, the Preview button does not display.

Step 3. Form Selection

Adding a form is optional.

Select the appropriate forms for registration and indicate whether the form is considered required. Forms must be active during the full registration period to be selected.

Once a form has been assigned out, it can no longer be edited for the Activity.

► [Click here to expand...](#)

Activity Type
Activity

Registration Dates
04/05/2021 - 06/11/2021

Form Title Required

Select a Form [Clear](#)

[Add Form](#)

Additional Forms Pending

[Previous](#) [Cancel](#) [Save](#) [Save & Next](#)

Use the following field descriptions to complete the Form Selection screen.

Field	Description
-------	-------------

Field	Description
Activity Type	<p>This field displays the Activity Type that were selected in Step 1 - Create Activity.</p> <ul style="list-style-type: none"> • Activity • Athletics • Field Trip
Registration Dates	<p>This field displays the Registration Dates that were selected in Step 1 - Create Activity.</p>
Form Title	<p>This field displays the custom forms associated with the Activity Type. You can add multiple forms by clicking the Add Form button.</p> <div data-bbox="414 720 1399 848" style="border: 1px solid #ccc; padding: 10px; background-color: #e0f2f1;"> <p>Tip: If the form title is grey and cannot be selected, check the form's active dates. The form must be active for the full time that your activity has registration open.</p> </div>
Additional Forms Pending	<p>Mark this checkbox if you are not ready to select forms or have additional forms you want to add later. When this checkbox is marked, the Activity cannot be approved. Campus requires the approver in the Activity Monitor to Return the proposed activity to you so that you can add the forms or they can Decline the activity. You can mark this checkbox and have custom forms associated at the same time.</p>

Field	Description
Required	Some forms may require information or an eSignature from the parent or student before it can be purchased in the School Store. Select an option from the Required dropdown list to determine whether information or signatures are required.
Option	Description
No	The default. The form does not require information or a signature. The form is optional, meaning it does not have to be opened or reviewed before purchasing the activity in School Store.
Yes	When Yes is selected, the guardian or student must open the form and review it before the activity can be added to the cart within the School Store.
Guardian Registration	The Guardian Registration option works the same as Yes, except, the guardian ONLY can initiate the registration process. The form MUST be signed by the guardian before it can be added to the cart in the School Store. Read the topic Declining a Signed Form if a guardian does NOT sign the form.

Depending on the option selected, one or two red stars appear next to the form in the School Store. The following image demonstrates how this appears in the store.

Form(s) ("*" indicates Required, "★★" indicates Guardian Registration):

Permission Form★★

Transportation Form*

2022 Holiday Schedule

Step 4. Portal Information

On this screen, configure how the activity should display in the School Store and set up the associated costs.

Once an Activity has been purchased, the Associated Costs cannot be modified.

▶ Click here to expand...

1 2 3 4 5

Create Activity Build Roster Form Selection Portal Information Finish

Configure the registration view for the Portal and cost where applicable for the activity.

Image Upload
Max File Size: 20MB
Consent:
 By uploading a file, I agree to be legally bound by the terms of the [Infinite Campus Acceptable Use Policy](#), the policies referenced therein, and any applicable [District policies](#).

Select files... Drop files here to upload

Description and Special Instructions

B i A: = = ¶: ↶ ↷ :

Characters : 0/2000

Customer Comments

Eligibility
Restrict to Associated School Enrollments

Previous Close Save Next

Field	Description
Image Upload	This option allows you to add a picture of the product.
Consent	Marking this checkbox indicates that you are aware of the Acceptable Use Policies of your district and Infinite Campus.

Field	Description
Product Description and Special Instructions	<p>Detailed information about the product. This description appears below the picture of the product.</p> <div data-bbox="489 361 1335 512" style="background-color: #e0f2e0; padding: 10px;"> <p>Tip</p> <p>Use this area to provide more information about the activity like meeting times, locations, and contact information. You could also provide special instructions such as how to turn in the forms.</p> </div>
Eligibility	
Restrict to Associated School Enrollments	<p>When this checkbox is marked, the Recipient dropdown list will only display students who have an enrollment in the active school year at the school to which the activity is attached. This includes primary, secondary, and enrollments with a future end date.</p> <p>Example</p> <p>If you have an Activity attached to the High School only and this checkbox is marked, parents will only be able to select their student(s) with primary and secondary High School enrollments in the active school year as well as enrollments with a future end date. Please note that if the same Activity is associated with multiple schools; e.g., a middle school and a high school, parents can select both middle and high school students in both stores.</p>
Include Future Enrollments	<p>When this checkbox is marked, this will allow users to look ahead for future enrolled students that also meet the criteria of the Ad Hoc filter from Step 2.</p> <div data-bbox="489 1260 1335 1336" style="background-color: #e0f2e0; padding: 10px;"> <p>Restrict to Associated School Enrollments must be selected to use Include Future Enrollments.</p> </div>
Days from Registration End Date	<p>The number of days (between 1 and 365) into the future that enrollments can be viewed.</p>
Associated Costs	
Item Name	<p>The Product Name automatically displays here but can be changed. <i>This is a required field.</i></p> <p>If more than one option is available for users to select, this is the name of the option that displays under the Product in the School Store.</p>
Selling Price	<p>The price customers see and pay in the School Store. The price can be \$0.00. <i>This is a required field.</i></p>

Field	Description																				
Reduced Price	<p>The price students with a Reduced eligibility status whose guardians have given permission to share it with the School Store and Activity Registration pay and see in the School Store. The price can be \$0.00. To use this feature, the Allow Free and Reduced Pricing checkbox must be marked in the School Store Setup and the Campus Product Permission must be enabled in FRAM Preferences.</p>																				
Free Price	<p>The price students with a Free eligibility status whose guardians have given permission to share it with the School Store and Activity Registration pay and see in the School Store. The price can be \$0.00. To use this feature, the Allow Free and Reduced Pricing checkbox must be marked in the School Store Setup and the Campus Product Permission must be enabled in FRAM Preferences.</p>																				
Add (button)	<p>Click the Add button to add another item that may be purchased for this product. In the following example, an option was added that includes an activity bus.</p> <div data-bbox="466 884 1410 1096" style="border: 1px solid black; padding: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left; padding-bottom: 5px;">Associated Costs</th> </tr> <tr> <th style="width: 25%;">Item Name *</th> <th style="width: 25%;">Selling Price *</th> <th style="width: 25%;">Reduced Price</th> <th style="width: 25%;">Free Price</th> </tr> </thead> <tbody> <tr> <td>Golf Club</td> <td>\$100.00</td> <td>\$50.00</td> <td>\$25.00</td> </tr> <tr> <td>Golf Club & Activity Bus</td> <td>\$120.00</td> <td>\$75.00</td> <td>\$25.00</td> </tr> <tr> <td colspan="4" style="text-align: center; padding-top: 10px;"> <input style="border: 1px solid black; padding: 2px 10px;" type="button" value="Add"/> </td> </tr> </tbody> </table> </div>	Associated Costs				Item Name *	Selling Price *	Reduced Price	Free Price	Golf Club	\$100.00	\$50.00	\$25.00	Golf Club & Activity Bus	\$120.00	\$75.00	\$25.00	<input style="border: 1px solid black; padding: 2px 10px;" type="button" value="Add"/>			
Associated Costs																					
Item Name *	Selling Price *	Reduced Price	Free Price																		
Golf Club	\$100.00	\$50.00	\$25.00																		
Golf Club & Activity Bus	\$120.00	\$75.00	\$25.00																		
<input style="border: 1px solid black; padding: 2px 10px;" type="button" value="Add"/>																					

Step 5. Finish

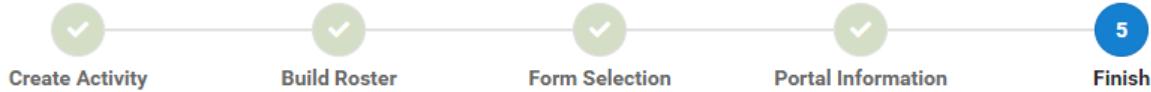
 You can **NOT** complete this step if your activity requires preapproval. See the [Submit an Activity Request for Preapproval](#) topic for more information.

Review how the Activity Registration product will display for the Campus School Store. Click **Finish** to complete creating the activity and submit the activity for approval. A Notification is sent to users who have Activity Approval tool rights.

After you click Finish, the Activity is in a **Pending** status until the review begins. While it is Pending, you can **Edit** the activity or **Recall** the activity. Once your proposed activity is **In Review**, you cannot make changes.

- ▶ [Click here to expand...](#)

Activity Proposal - Golf Club



Please review the details of the proposed activity. Click "Finish" to submit for approval.



Golf Club will meet every MWF at 3 PM. Equipment will be provided or you can bring your own.

Registration Dates: 04/05/2021 - 06/11/2021

Activity Dates: 04/12/2021 - 06/11/2021

Forms to be completed (required forms indicated with "^{*}")
Forms to be added.

Activity Options *

Select Option...

Price**Quantity**

1

Total Price

\$0.00

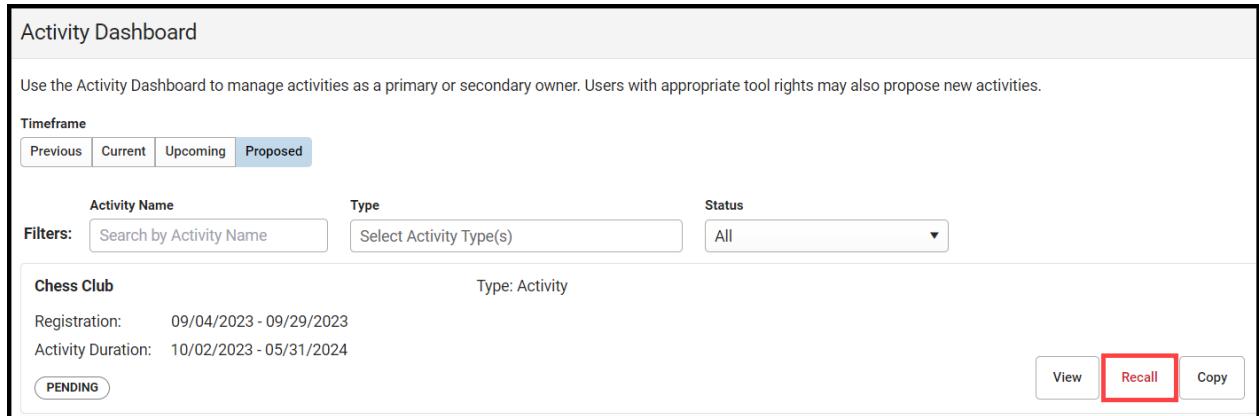
Recipient[Previous](#) [Cancel](#) **Finish**

Recall a Proposed Activity

After you submit a proposed activity for approval, the activity is in a **Pending** status until the review begins. While it is Pending, you can **Edit** the activity or **Recall** the activity. When you Recall a proposed activity, you can delete the activity or rescind your request. When you rescind your

request, the activity status returns to **Draft - Proposal** and you can make any necessary changes before re-submitting the activity for approval. Recalling an activity removes the activity from the [Activity Monitor Proposed](#) screen.

Remove and Recall buttons do not display for Secondary Activity owners even if they are given the Delete tool right.

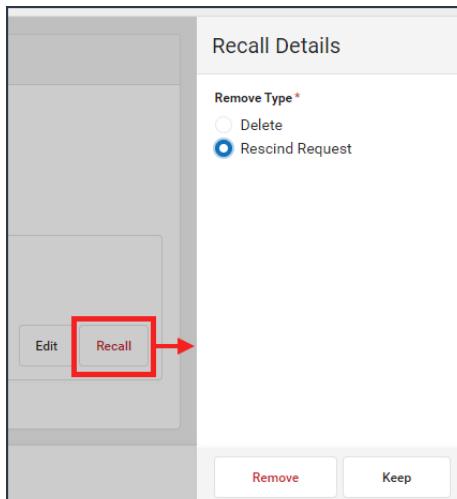


The screenshot shows the Activity Dashboard. At the top, there is a header with the title 'Activity Dashboard' and a sub-instruction: 'Use the Activity Dashboard to manage activities as a primary or secondary owner. Users with appropriate tool rights may also propose new activities.' Below the header, there is a 'Timeframe' section with buttons for 'Previous', 'Current', 'Upcoming', and 'Proposed' (which is selected). There are also 'Filters' for 'Activity Name', 'Type', and 'Status' (set to 'All'). A search bar for 'Activity Name' and a dropdown for 'Select Activity Type(s)' are also present. The main content area displays an activity named 'Chess Club' with a type of 'Activity'. It shows registration and activity duration dates. At the bottom right of the main content area, there are buttons for 'View', 'Recall' (which is highlighted with a red box), and 'Copy'.

1. Click **Recall**.

Result

The **Recall Details** panel displays.



The screenshot shows the 'Recall Details' panel. It has a title 'Recall Details' and a section for 'Remove Type' with two options: 'Delete' (unchecked) and 'Rescind Request' (checked). At the bottom, there are buttons for 'Edit', 'Recall' (which is highlighted with a red box), 'Remove', and 'Keep'.

2. Select **Delete** to permanently delete the proposed activity or select **Rescind Request** to recall the proposed activity.

3. Click **Remove**.

Result

If you selected **Delete**, Campus permanently deleted the activity. If you selected **Rescind Request**, Campus returned the activity to **Draft - Proposal** status and you can make any necessary changes.

Edit an Activity

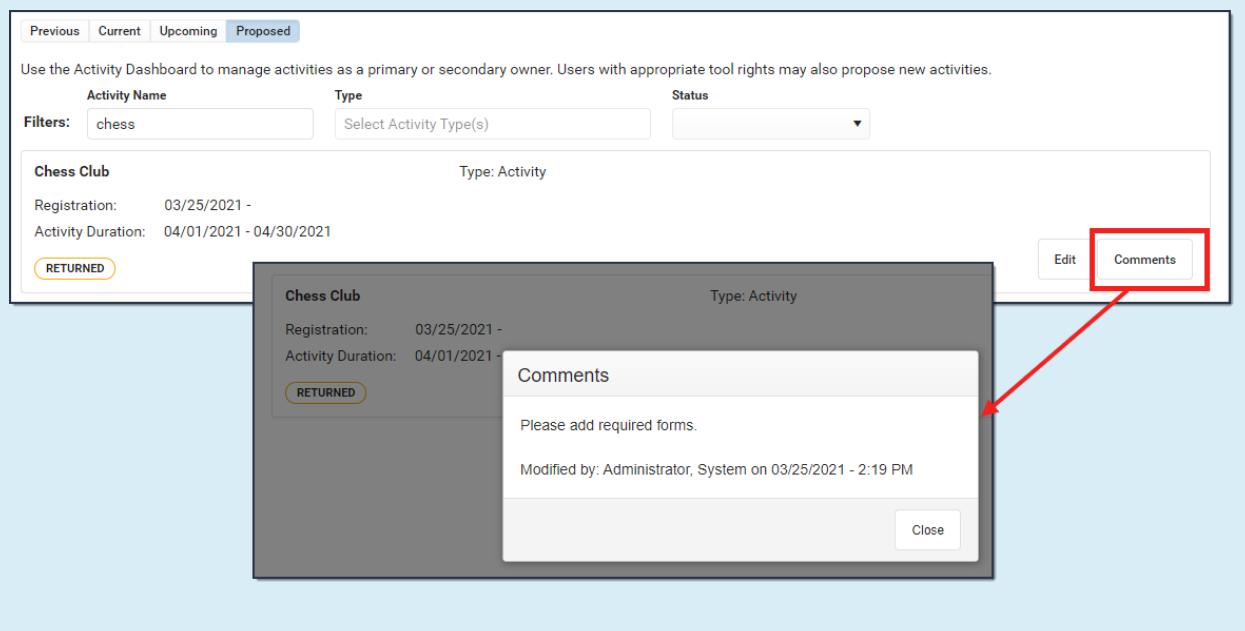
You can edit an activity if it is in one of the following statuses: **Draft - Proposal**, **Pending**, **Returned**, **Ready**, **Active - Registration Closed**, or **Registration Open**. To edit an activity,

click the **Edit** button. Depending on the filter you are using; i.e., Current, Upcoming, or Proposed, the Activity Builder or the Activity Proposal screens will display and you can make any necessary changes.



The screenshot shows a proposed activity for 'Cycling Club'. The activity is categorized as 'Athletics'. It has a registration period from 09/01/2023 to 09/22/2023 and an activity duration from 09/25/2023 to 06/28/2024. A 'DRAFT - PROPOSAL' button is visible. On the right, there are 'Edit' and 'Remove' buttons, with 'Edit' being highlighted by a red box.

Comments are available if a proposed activity is **Returned** (or **Declined**) and may help you edit your activity.



The screenshot shows the Activity Dashboard with a filter set to 'Returned'. A proposed activity for 'Chess Club' is listed. The activity is categorized as 'Activity'. It has a registration period from 03/25/2021 to 04/01/2021 and an activity duration from 04/01/2021 to 04/30/2021. A 'RETURNED' button is visible. A modal window is open for the 'Chess Club' activity, showing a 'Comments' section with the message 'Please add required forms.' and a note that it was modified by 'Administrator, System' on 03/25/2021 at 2:19 PM. A red arrow points from the 'Comments' button on the main dashboard to the 'Comments' section in the modal window.

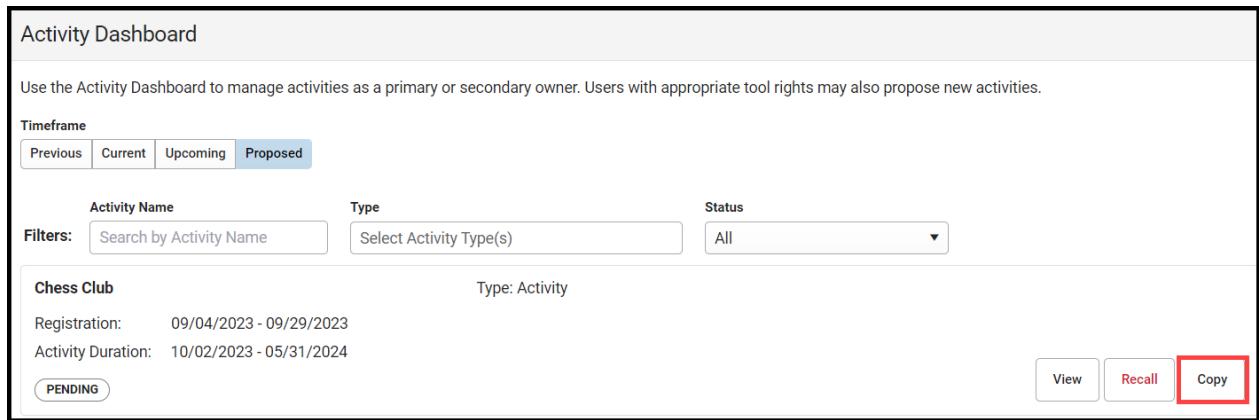
Copy an Activity

To save time, click the **Copy** button to copy an existing activity and create a new Activity Proposal. After you click **Copy**, Campus displays the Activity Proposal tool in copy mode. See the [Create and Submit an Activity Proposal](#) topic (above) for details about each step in the Activity Proposal tool.

When you copy an activity, Campus creates a new Activity Proposal by duplicating most of the information from the existing activity.

- Registration and Activity dates are not copied.
- Campus verifies Activity Owners, Ad Hoc filters and Custom Forms are still active and requires you to update that information if necessary.
- You cannot copy an activity if its Status is one of the following: Draft, In Review, Returned, Declined, Cancelled, or any state of Preapproval.
- You must have **Add** rights for the Activity Dashboard to copy an activity.
- Once you start the Copy process, progress is not saved. So, do not stop until you have finished.

- You can **NOT** finish copying an activity if your activity requires preapproval. See the [Submit an Activity Request for Preapproval](#) topic for more information.



The screenshot shows the Activity Dashboard. At the top, there is a header with the title 'Activity Dashboard' and a sub-instruction: 'Use the Activity Dashboard to manage activities as a primary or secondary owner. Users with appropriate tool rights may also propose new activities.' Below the header, there is a 'Timeframe' section with buttons for 'Previous', 'Current', 'Upcoming' (which is selected), and 'Proposed'. There are also 'Filters' for 'Activity Name', 'Type', and 'Status' (set to 'All'). The main content area displays a proposed activity for 'Chess Club'. The activity details are: 'Type: Activity', 'Registration: 09/04/2023 - 09/29/2023', and 'Activity Duration: 10/02/2023 - 05/31/2024'. Below the details, there is a 'PENDING' status indicator. On the right side of the activity card, there are three buttons: 'View', 'Recall', and 'Copy', with 'Copy' being highlighted with a red box.

Cancel or Delete an Activity

Upcoming activities in **Ready** status or Proposed activities in **Draft - Proposal** status can be permanently removed from the Activity Dashboard.

To Delete or Cancel an Activity, you must have Delete tool rights for the Activity Dashboard and Calendar rights for the school associated with the activity. You cannot Delete or Cancel an activity in *Preapproval Pending - Proposal* status.

There are two options for removing an activity from the Activity Dashboard:

- **Delete** completely removes the activity from the Activity Dashboard.
- **Cancel** assigns the *Canceled* status and automatically moves the activity to the **Previous** view on the Activity Dashboard. After canceling an activity, you can see who canceled the activity, the date on which it was canceled, and the cancelation reason by clicking the **Edit** button.

1. Click the **Remove** button.



The screenshot shows the Activity Dashboard. It displays a proposed activity for 'Cycling Club'. The activity details are: 'Type: Athletics', 'Registration: 09/01/2023 - 09/22/2023', and 'Activity Duration: 09/25/2023 - 06/28/2024'. Below the details, there is a 'DRAFT - PROPOSAL' status indicator. On the right side of the activity card, there are two buttons: 'Edit' and 'Remove', with 'Remove' being highlighted with a red box.

Result

The Remove Details panel displays.

2. Select **Delete** or **Cancel**.

Removal Details

Remove Type*

Delete
 Cancel

Cancellation Reason***Remove****Keep**

3. Enter a **Cancellation Reason**. This field is required for Canceled activities.

4. Click **Remove**.

Result

A Confirmation message displays

Submit an Activity Request for Preapproval

If your activity requires preapproval before it can be submitted for review, a yellow banner displays under the progress tracker after *Step 1. Create Activity* or it displays on the Proposed tab with the status *Preapproval Required - Proposal*. You can submit your activity request for preapproval at any time but the activity must be approved before you can complete *Step 5. Finish* and submit your activity for review.

1. Click the **Preapproval** link in the banner.

Activity Proposal - Field Trip

1 Create Activity 2 Build Roster 3 Form Selection 4 Portal Information 5 Finish

Preapproval is required for "Field Trip". Click to complete [Preapproval](#) process.

Result: The Preapproval panel displays.

► [Click here to expand...](#)

Activity Dashboard ★

Activity Proposal - Field Trip

1 Create Activity

Preapproval is required for this activity

Preapproval - Field Trip

This activity requires preapproval. Please complete the associated forms below and submit for approval. Activity creation may continue however all preapprovals must be completed before the proposal can be finished.

School(s)
Harrison High

Select the appropriate form for the full registration period to begin.

Activity Type
Field Trip

Form Title
Select a Form

Preapproval Forms

	Status	Approver(s)	Comments
Activity Request Form A	READY	Approvers	
Field Trip Request	READY	Approvers	

Submit

Close

- Click the links for the **Preapproval Form(s)** (there may be more than one), fill in the required fields, and then click **Save** in the action bar. Repeat this step for each form.
 - Click here to expand...

Activity Dashboard ★

Activity Request Form A

Custom Form - Activity Request Form A

Activity Request Form A

EVENT	Field Trip
LOCATION	State Capitol
DATE	June 6
COST	\$5
Will you be requesting financial support?	0

Save Cancel

Result: The status changes to **Pending**.

- Click **Submit**.

Result: The status changes to **Submitted**.

- Click **Close** to close the panel and return to the activity.

Result: The activity status changes to **Preapproval Pending - Proposal**. You can continue setting up your activity or click **Cancel** to return to the Activity Dashboard.

Tip: You can click the **Rescind** button to make changes or cancel the activity until the Activity Approver opens the activity preapproval in the Activity Preapproval tool.

If your activity request is...	Then...
Approved	you will receive a notification that your activity request was approved and you may finish your Activity Request. The Activity Request is also assigned the <i>Preapproval Complete - Proposal</i> status.
Returned	you will receive a notification that your activity request was returned. The activity request is assigned the <i>Preapproval Returned - Proposal</i> status and Campus unlocks the custom form(s) so that you can make changes and submit the activity request again for preapproval.
Declined	you will receive a notification that your activity request was declined. The activity request is assigned the Preapproval Declined Status and moved to the Previous tab in the Activity Dashboard.

Tool Rights

Tool	Read	Write	Add	Delete
Activity Dashboard	Users can view any activities they submit or view activities for which they are listed as the activity owner.	Users may edit proposed activities.	Users may submit proposals for new activities and copy existing activities.	Users can remove activities that are in the Ready (Upcoming) or Draft - Proposal (Proposed) status or recall proposed activities after they are sent for approval.
Secondary Activity Owners will have a read-only view of the activity to which they are assigned unless they are the creator of the proposed activity. The Remove and Recall buttons will not display for them even if they are given the Delete tool right.				