

Activity Roll Forward

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Tool Search: Activity Roll Forward

The Activity Roll Forward tool allows you to roll activities forward en masse. When activities are rolled forward, you can update the registration and activity dates as well as make any necessary changes to the activities forms or details. The roll forward process creates new activities and adds them to the *Upcoming* section of the [Activity Monitor](#).

What can I do?	What do I need to know?
<ul style="list-style-type: none"> Roll Activities Forward 	<ul style="list-style-type: none"> Important Information About this Tool

Activity Registration Roll Forward

This is a two-step process that quickly updates and rolls activities forward to the next year. On the first screen, select one or many activities to be updated. Use the Filters to find specific activities. Click the Next button to add dates and optionally add forms or modify details.

Timeframe

Filters:

Prior Year Only OFF

Select All

<input type="checkbox"/>	Archery Type Activity	Activity Owner(s) (Primary) Lifellearn, Alan	School(s) Harrison High
<input type="checkbox"/>	Art Club Type Activity	Activity Owner(s) (Primary) Lifelong, Athena	School(s) Arthur Elementary, Fillmore Middle School, Harrison High

Important Information About this Tool

Filters

Before you begin, use the Filters at the top of the screen to narrow down the number of activities that display. The **Previous** option is selected by default. When the **Prior Year Only** checkbox is marked, only activities from the prior calendar year display. Clearing or changing filters does not change which activities are selected.

▶ [Click here to expand...](#)

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Timeframe

Filters: OFF

View Selections

If you are rolling a lot of activities forward and want to quickly remove activities after they are selected, click the **View Selections** button to display the **Selected** panel and clear the checkboxes next to the activities you do NOT want to roll forward.

▶ [Click here to expand...](#)

Activity Registration Roll Forward

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Timeframe

Filters:

Activity Name	Type	Activity Owner(s) (Primary)
<input checked="" type="checkbox"/> Archery	Type Activity	Lifellearn, Alan
<input checked="" type="checkbox"/> Art Club	Type Activity	Lifelong, Athena
<input checked="" type="checkbox"/> Bowling	Type Activity	Keeplearn, Quincy
<input type="checkbox"/> Chess Team		

Selected

24 Selected

- Basketball - Girls
- Girls Volleyball
- Softball
- Baseball
- Basketball - Boys
- Varsity Football
- 1st Grade Zoo Trip
- Art Club
- Chess Team
- Indoor Rock Climbing April
- Indoor Rock Climbing February
- Indoor Rock Climbing January
- Indoor Rock Climbing March
- Test
- Bowling
- Elementary Field Trip
- Summer Band Camp
- Archery
- Film Club
- Robotics
- Rocketry
- Tackle Football Gr 5/6
- Volleyball League
- Theater: A Christmas Carol

Preapproval Required

Activities marked as **Preapproval Required** must go through the preapproval process after the activity is rolled forward. Use the [Activity Monitor](#) or the [Activity Dashboard](#) to complete the preapproval process. Activities that are associated with more than one school and more than one

Preapproval Configuration cannot be rolled forward. Instead, create separate activity records for the applicable schools.

▶ [Click here to expand...](#)

Activity Registration Roll Forward

Activities marked as "Preapproval Required" must go through the preapproval process after the activity is rolled forward.

Fill All

Activity Name *

PREAPPROVAL REQUIRED

Registration Open Date *

Registration Close Date

Activity Start Date *

Activity End Date *

Activity Owners (Primary) *

Activity Owners (Secondary)

Roll Activities Forward

1. Mark the checkbox next to the activities to roll forward or mark the **Select All** checkbox to quickly mark all activities.
2. Click the **Next** button.

Result: The second step displays. This is where you can update the registration and activity dates as well as make any necessary to changes to the activities forms or details.

▶ [Click here to expand...](#)

Activity Registration Roll Forward

This is a two-step process that quickly updates and rolls activities forward to the next year. On the first screen, select one or many activities to be updated. Use the Filters to find specific activities. Click the Next button to add dates and optionally add forms or modify details.

<input type="checkbox"/>	Activity Name *	Registration Open Date *	Registration Close Date	Activity Start Date *	Activity End Date *	Update Forms
	Book Club	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	Product Details
	Activity Owners (Primary) *	Activity Owners (Secondary)				
	Albinak, Gina x					

<input type="checkbox"/>	Activity Name *	Registration Open Date *	Registration Close Date	Activity Start Date *	Activity End Date *	Update Forms
	Drama Club	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	Product Details
	Activity Owners (Primary) *	Activity Owners (Secondary)				
	Aarons, Mitchell x					

Save Fill Information Cancel

3. Add the registration and activity start and end dates.

Tip: To quickly add the same dates to all activities, mark the **Fill All** checkbox to quickly select all activities or mark the checkbox next to the activities you want to update then click the **Fill Information** button. All fields are required except for the Registration Close Date. Click **Update** when you are done.

▶ [Click here to expand...](#)

Fill Information

Registration Open Date * Registration Close Date

MM/DD/YYYY MM/DD/YYYY

Activity Start Date * Activity End Date *

MM/DD/YYYY MM/DD/YYYY

Update Cancel

Save Fill Information Cancel

4. Verify the Primary and Secondary **Activity Owners** are accurate. (optional)

5. Click the **Update Forms** button to display the Forms panel.

From here you can view and remove forms already associated with the activity or add new forms. (optional)

Forms on the original activity that are no longer active based on the registration dates display below the **Add Form** button.

▶ [Click here to expand...](#)

Update Forms - Book Club

Activity Type Activity	Registration Dates 11/15/2022 - 11/25/2022
Form Title(s) * (At least one form is required)	Required ⓘ
<input type="text" value="Permission Form (online version) (09/01/2 ... x"/>	<input type="text" value="Yes"/> <input type="button" value="Clear"/>
<input type="button" value="Add Form"/>	
<p>Form(s) no longer valid with dates selected (** indicates Required, *** indicates Guardian Registration):</p> <p>Activity Registration (Signature Required) (06/30/2021 - 06/30/2022) *</p>	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

1. Click the **Product Details** button to display the Product Details panel.
 From here you can configure how the activity should display in the School Store and set up the associated costs. The image can be updated after you save the activity. (Optional)
 If you have any questions about the Product Details fields, see the [Field Descriptions](#) provided on the Activity Builder article.

▶ [Click here to expand...](#)

Product Details - Archery

Categories *
 After School Activities (Harrison High) ✕

Product Name * Archery **Product Type *** Activity Registration ✕ ▼

Image Upload

Description and Special Instructions

B *i* **A:** ≡ ≡ ¶: ↻ ↺ Ω

It is lots of fun learning and practicing the skill of archery. We will be using compound bows to improve our skills. We will play games, shoot 3-D targets, do Olympic style archery, use atl-atl's, all while aiming to have a great time.
 Equipment will be provided.

Characters : 263/2000

Customer Comments

Update
Cancel

2. Click the **Save** button.

Result: If there are activities that cannot roll forward because of missing data, a message displays and you can choose to continue by ignoring those activities (and not roll them forward) or return to the Activity Roll Forward tool to complete the missing information. A message also displays if there are records that need attention, for example records that need a preapproval. You can click the Print button on this message to save a copy of the tasks that need to be done.

▶ [Click here to expand...](#)

Records Needing Attention ✕

The following records have warnings or are in error. Records with errors need attention before they can be processed.

Activity	Status ↑	Message
Book Club	Warning	Activity created. Please update the activity in the Activity Monitor under "Current" to complete the preapproval process.

Ok
Print

Otherwise, the first step of the roll forward process displays. The roll forward process creates new activities and adds them to the *Upcoming* section of the [Activity Monitor](#).

