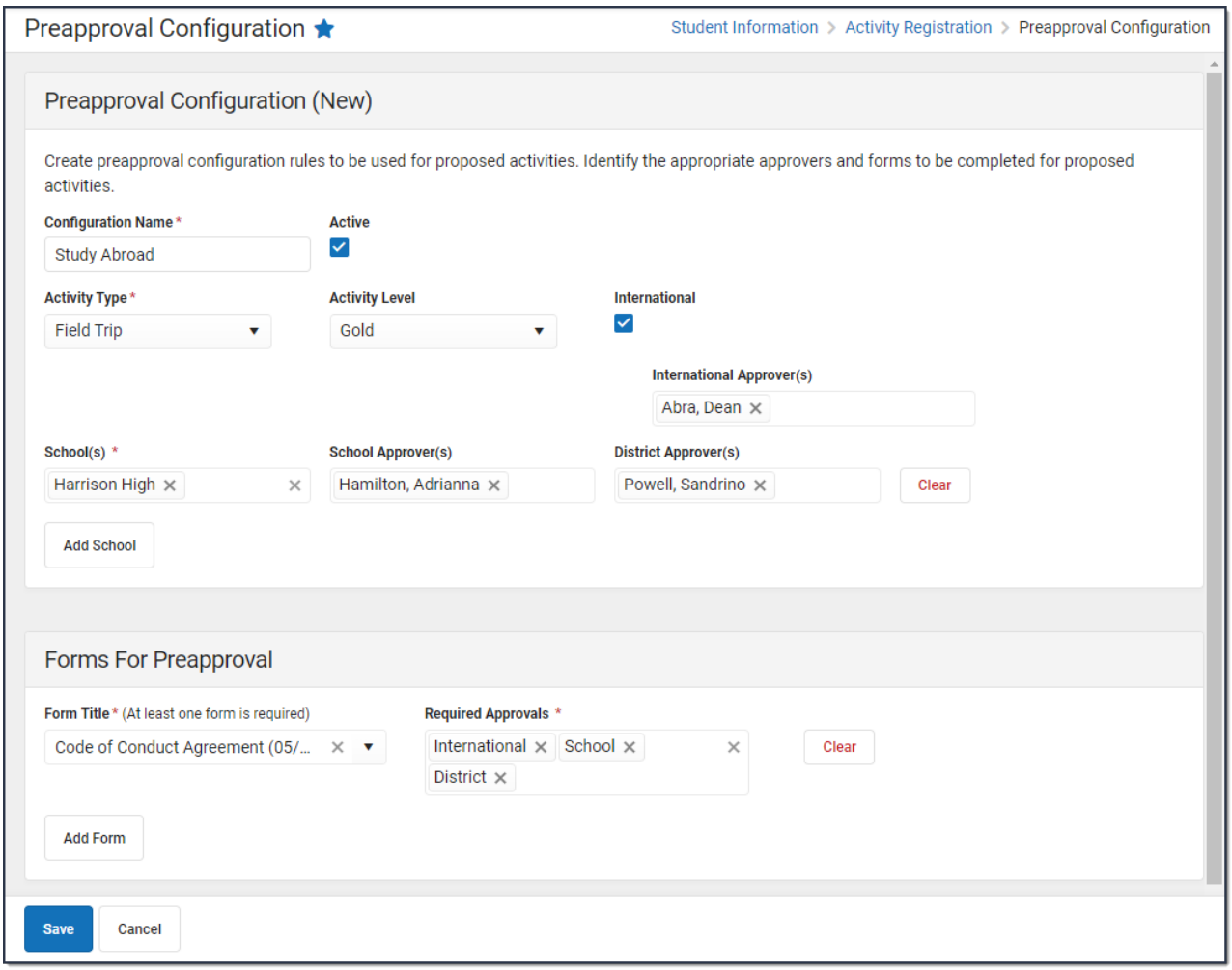
Preapproval Configuration

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Preapproval Configuration

A Preapproval Configuration is a set of rules that triggers the Activity Registration preapproval process while users are creating activities. Use the Preapproval Configuration tool to set up the rules, identify the appropriate approvers, and assign the forms that must be completed by the activity owner before an activity can be made available for registration in the School Store.

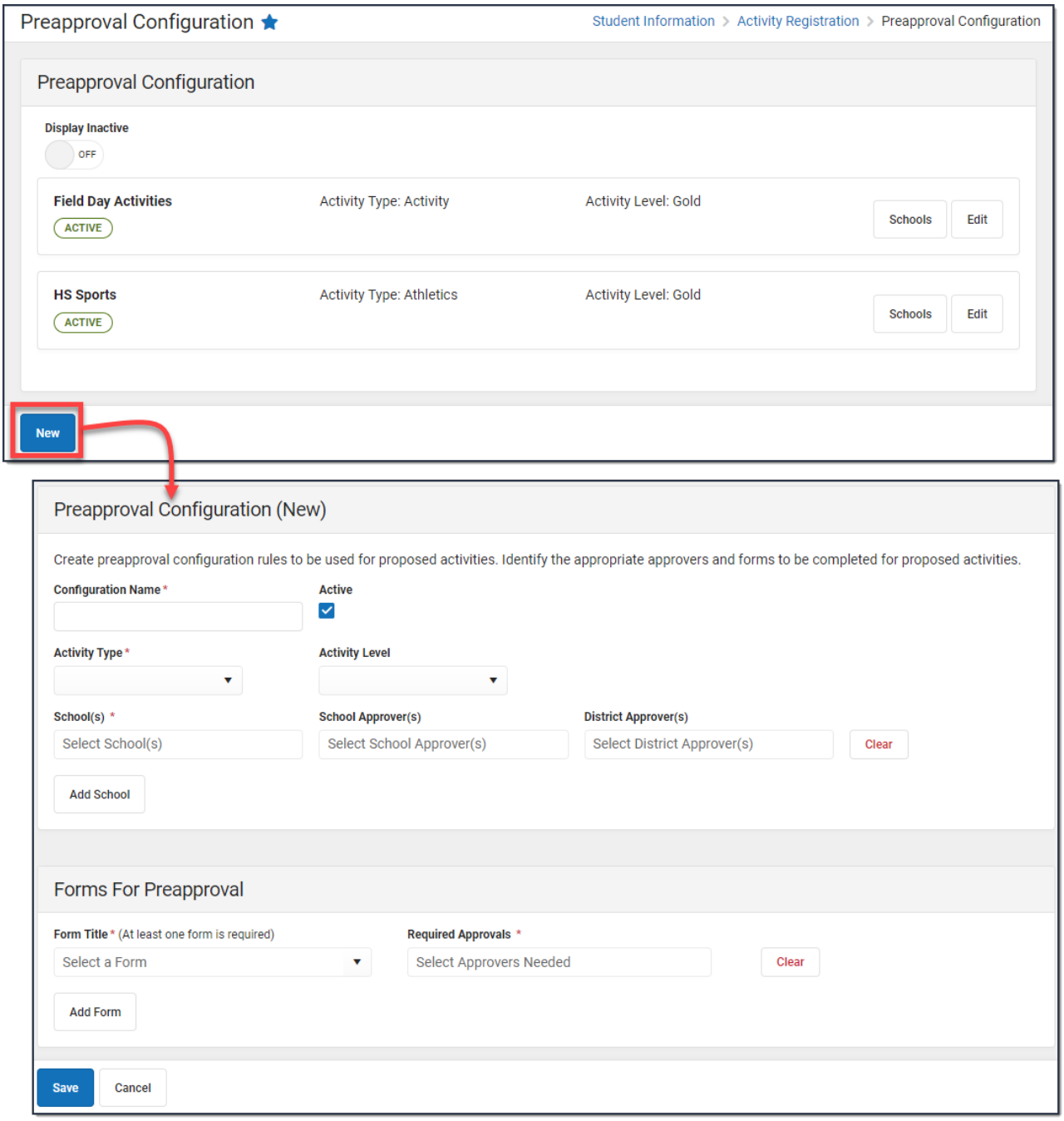
What can I do?	What do I need to know?
Add a New Preapproval Configuration Make a Preapproval Configuration Inactive Edit a Preapproval Configuration Delete a Preapproval Configuration	Field Descriptions



Add a New Preapproval Configuration

To add a new Preapproval Configuration, click the **New** button in the action bar. The Preapproval Configuration (New) screen displays. Use the following Field Descriptions to complete the screen.

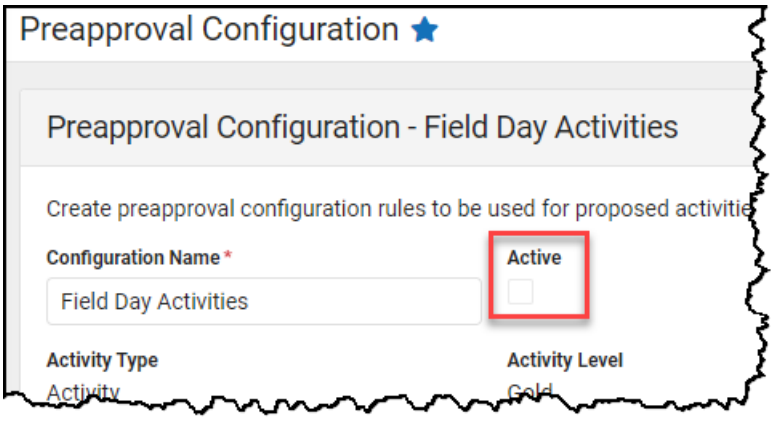
> Each Preapproval Configuration must have a unique combination of Activity Type, School, Activity Level, and International Flag (where applicable).



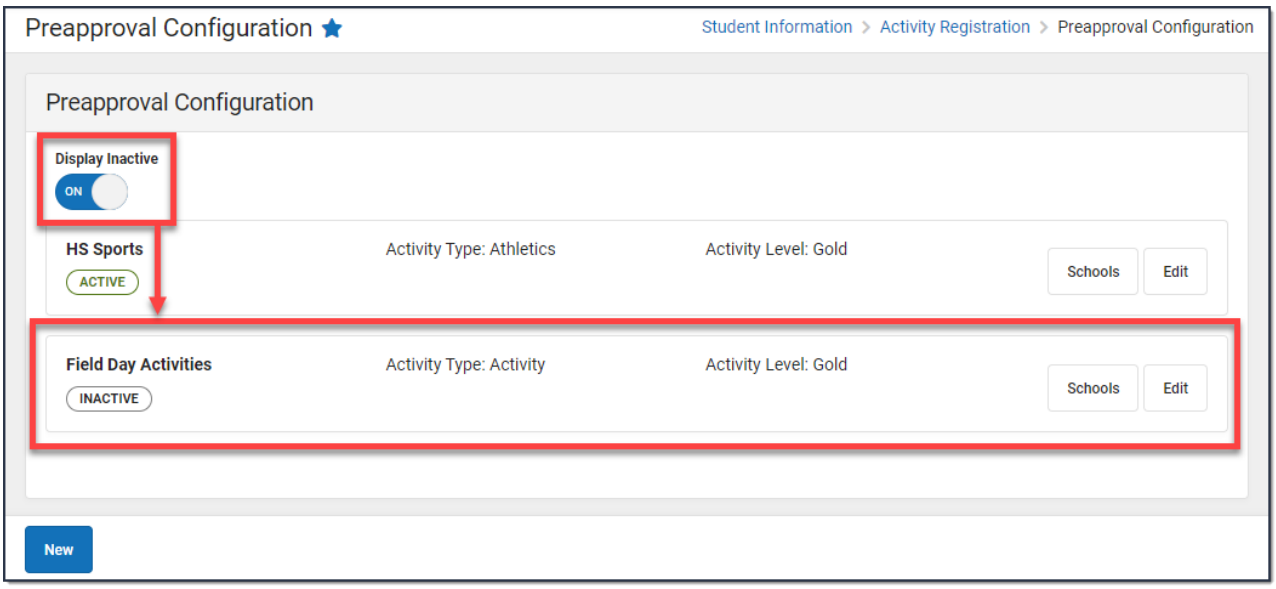
Make a Preapproval Configuration

Inactive

If there is a preapproval configuration that you no longer want to use, you can make the configuration inactive by clearing the **Active** checkbox and clicking **Save**. You can make the configuration active or inactive at any time by marking or clearing the **Active** checkbox.



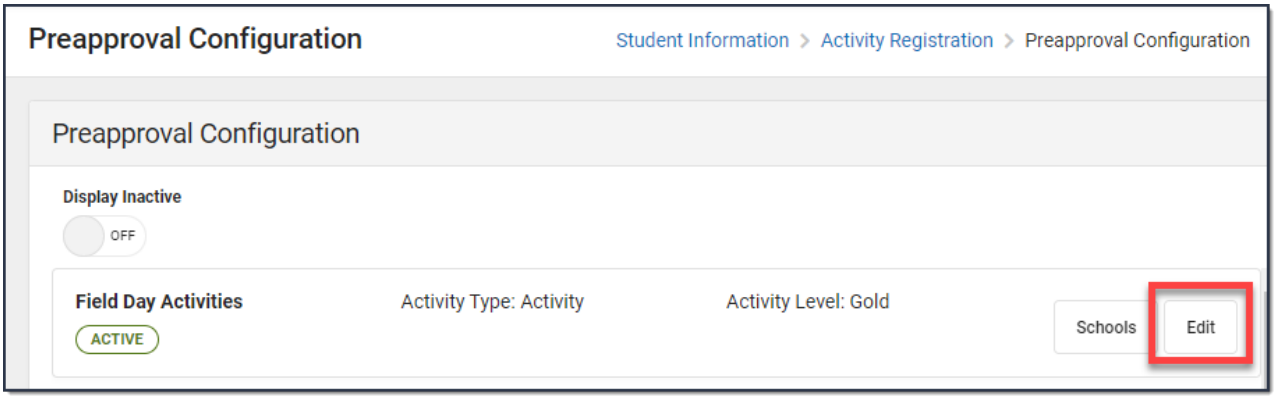
To see inactive preapproval configurations, switch the **Display Inactive** toggle to **ON**. Inactive preapproval configurations display *after* active configurations.



Edit a Preapproval Configuration

You can edit any field on a Preapproval Configuration that Campus has not used. However, if Campus has used the configuration as part of the approval process for an activity, you can only edit the **Configuration Name** and change the assigned approvers.

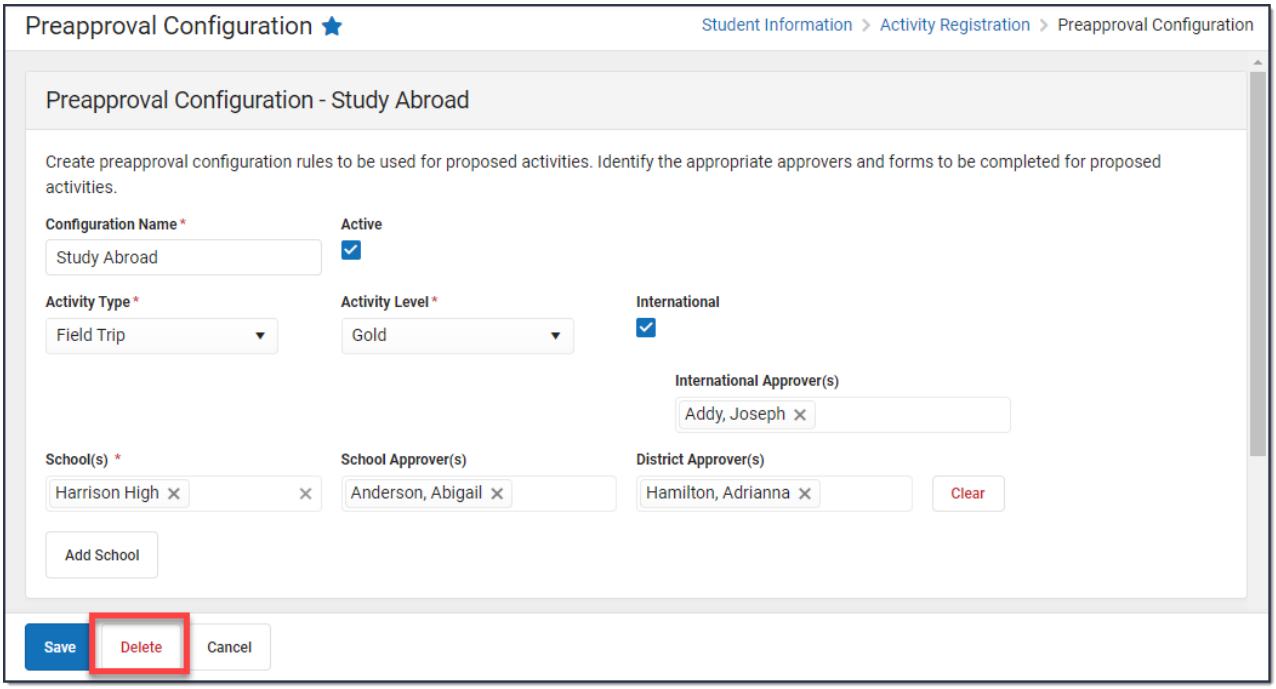
To edit a Preapproval Configuration, click the **Edit** button for the configuration you want to change. Make any necessary changes then click **Save**.



Delete a Preapproval Configuration

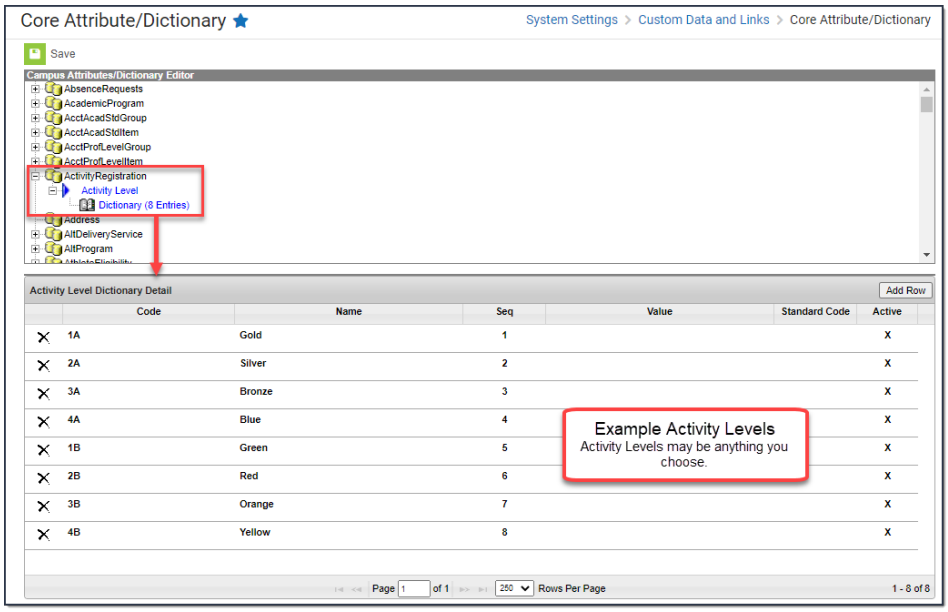
To delete a Preapproval Configuration that Campus has not used, click the **Delete** button in the action bar. A confirmation message displays. Click **Delete** again.

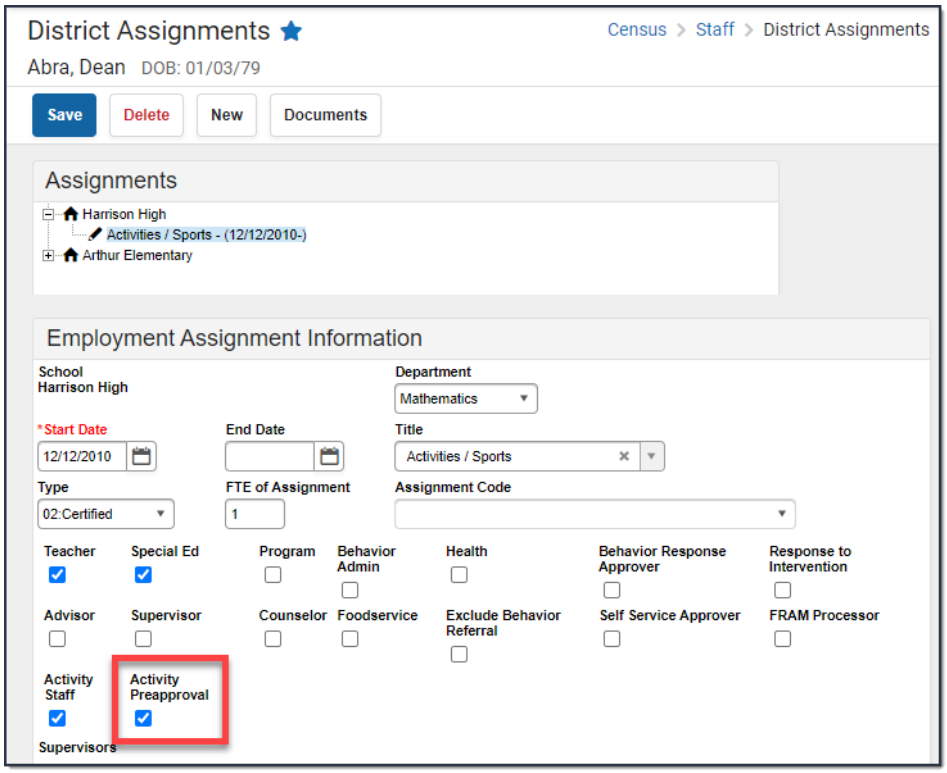
You can only delete a Preapproval Configuration if Campus has not used it as part of the approval process for an activity. If you no longer want Campus to use the configuration, you can **make the Preapproval Configuration inactive** instead.

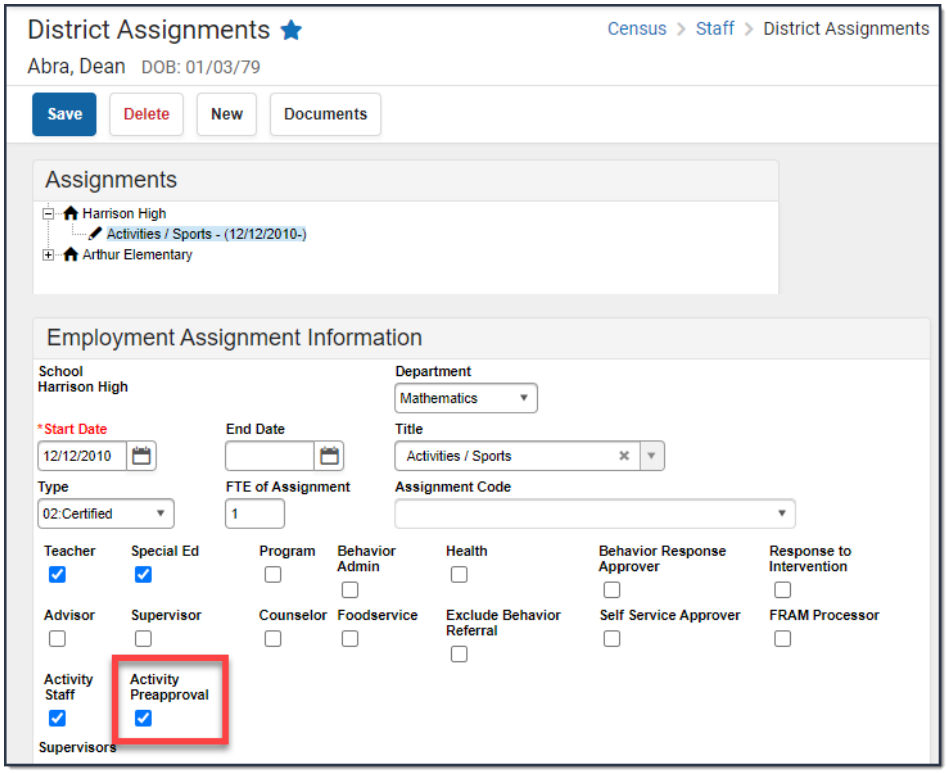


Field Descriptions

Field	Description
Preapproval Configuration (New)	
Configuration Name	A name for the Preapproval Configuration. This field is limited to 20 characters. This is a required field.
Active	When this checkbox is marked, the preapproval process becomes a required step for users when they propose new activities that match the Activity Type, Activity Level, International, and School selected on this configuration. When the checkbox is not marked, the preapproval process is not part of proposing new activities. **Activity Level** and **International** are optional fields. See the **Activity Level** and **International** field descriptions below for more information.
Activity Type	The Activity Type to which the Preapproval Configuration applies. Options include the following: • Activity • Athletics • Field Trip

Field	Description
Activity Level	The Activity Level to which the Preapproval Configuration applies.You may only select one Activity Level. Activity Levels are another way to identify different kinds of activities. This field only displays in the Preapproval Configuration tool if you have added Activity Levels in the Attribute Dictionary and is optional unless the **Required** checkbox is also marked in the Attribute Dictionary. ▸ Click here to expand... 
International	The **International** checkbox only displays when the **Activity Type** is *Field Trip*. The **International Approver(s)** field only displays when this checkbox is marked. Once the configuration is associated to an activity this field is locked.
International Approver(s)	All employees with the **Activity Preapprover** role marked on their active work assignment appear in this field.
School(s)	The school(s) to which the Preapproval Configuration applies. Only schools to which you have tool rights display. This is a required field. Click the **Add Schools** button to add additional schools.

Field	Description
School Approver(s)	The employee(s) who can use the Preapproval Requests tool to manage activity preapprovals. You may select multiple employees in this field. Employees with an active work assignment in the selected School(s) that also have the *Activity Preapproval* role marked on their District Assignment appear in this field. If you select *School Approver* in the **Required Approvers** field, Campus requires one school approver for each school associated with the configuration. ▸ Click here to expand... 

Field	Description
District Approver(s)	The employee(s) who can use the Preapproval Requests tool to manage activity preapprovals. You may select multiple employees in this field. All employees with the *Activity Preapproval* role marked on their active district assignment appear in this field. If you select *District Approver* in the **Required Approvers** field, Campus requires one school approver for each school associated with the configuration. ▸ Click here to expand... 
Add School	Clicking this button allows you to add additional schools with associated School Approver(s) and District Approver(s).
Forms for Preapproval	

Field	Description
Form Title	These are the *Activity Preapproval* form(s) that must be completed by the person creating the activity then submitted for approval to internal approvers before the activity can be made available for registration in the School Store. If the custom form type is a *Blank Form*, the form will not display in this field. Only **Activity Preapproval** custom form types of *Interactive Form with Database Table* and *Interactive Form* are available.
Required Approvals	This field determines which approvers (School, District, or International) are required for the preapproval process. For example, if you select **School**, there must be at least one employee selected in the **School Approver(s)** field for each school.