

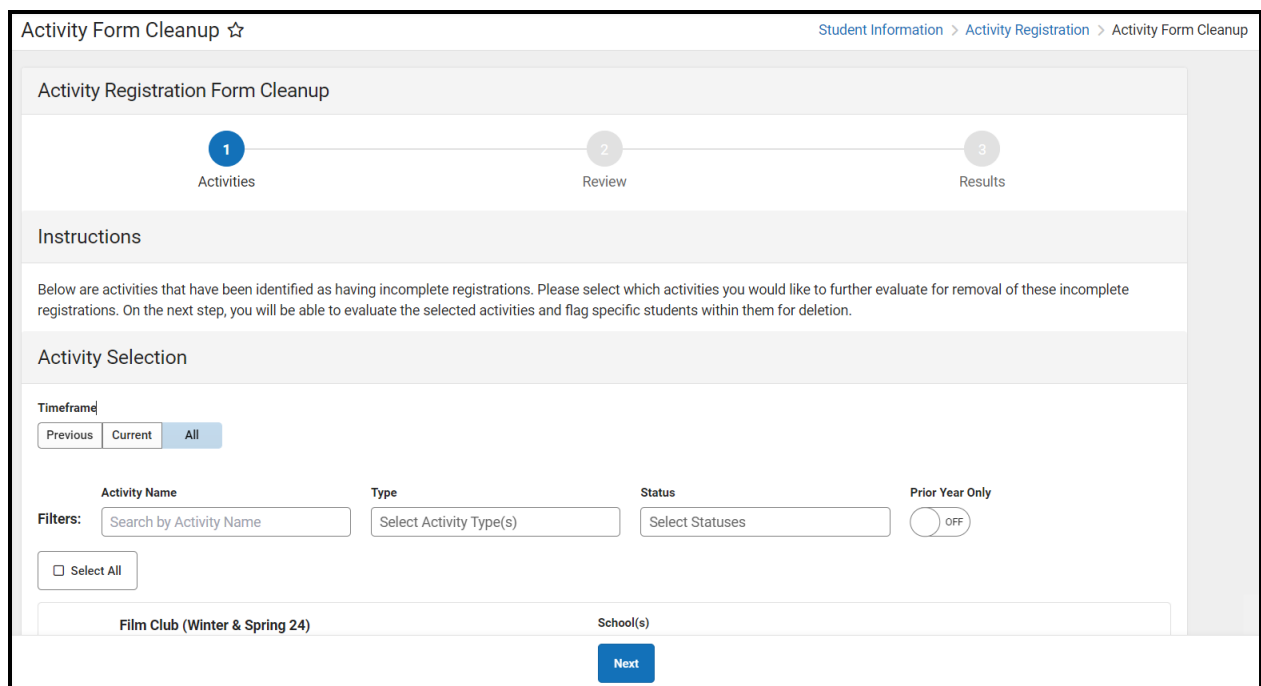
Activity Form Cleanup

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

[Removing Incomplete Registrations](#)

Tool Search: Activity Form Cleanup

The Activity Form Cleanup tool allows users to remove incomplete registrations for multiple activities simultaneously. When opened, there will be a list of activities that have at least one registration that is still in progress. You can remove incomplete registrations from previous, current, or both activities. This is used in scenarios such as removing incomplete registrations at the end of a school year.



The screenshot shows the 'Activity Form Cleanup' tool interface. At the top, there is a breadcrumb trail: 'Student Information > Activity Registration > Activity Form Cleanup'. Below this is a progress bar with three steps: 1. Activities, 2. Review, and 3. Results. The 'Activities' step is currently active. The main section is titled 'Activity Registration Form Cleanup' and contains 'Instructions' and 'Activity Selection' sections. The 'Instructions' section states: 'Below are activities that have been identified as having incomplete registrations. Please select which activities you would like to further evaluate for removal of these incomplete registrations. On the next step, you will be able to evaluate the selected activities and flag specific students within them for deletion.' The 'Activity Selection' section includes a 'Timeframe' filter with buttons for 'Previous', 'Current', and 'All'. Below this are 'Filters' for 'Activity Name' (with a search box), 'Type' (with a dropdown), 'Status' (with a dropdown), and 'Prior Year Only' (with a toggle switch set to 'OFF'). There is also a 'Select All' checkbox. At the bottom, there is a table with one row showing 'Film Club (Winter & Spring 24)' and a 'School(s)' column. A 'Next' button is located at the bottom right of the table.

Removing Incomplete Registrations

Incomplete registrations can be filtered by Activity Name, Type, and Status. To remove incomplete registrations from the prior year only, click the Prior Year Only toggle to ON. In Step 2, review the list of students whose registrations are slated for removal, ensuring accuracy in the selection process. Finally, Step 3 provides a detailed overview of all registrations successfully removed.

1. Select the activities that will have the registrations removed. This can be done by clicking each activity or by clicking Select All.
2. Click **Next**.
3. Select the students whose registrations will be removed. This will be indicated by a green checkmark next to their name.

Activity Registration Form Cleanup

✓

Activities

2

Review

3

Results

Review Selections

☒ Deselect All

☒ Tennis (Boys) - Choose 1 or more

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Abegg, Wallace <div>✓</div> Started By: Abegg, Donald Date: 4/29/25	Required Forms: School Athletic Activity Registration Form Required Uploads:	Optional Forms: Tennis- Recommended Equipment List IN PROGRESS Optional Uploads: Sport Physical Form
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- Click **Delete**. The Delete In Progress Registrations message box will appear.
- Click **Delete** to remove the incomplete registrations.
- You can review the activity name, student name, deleted forms, and who they were started by. This list can be exported by clicking Export to Excel.