

Activity Form Cleanup

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[Removing Incomplete Registrations](#)

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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.

Activity Form Cleanup ☆
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Activity Registration Form Cleanup

1
 Activities

2
 Review

3
 Results

Instructions

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.

Activity Selection

Timeframe

Previous
Current
All

Filters:

Activity Name

Type

Status

Prior Year Only

 OFF

Select All

Film Club (Winter & Spring 24) School(s)

Next

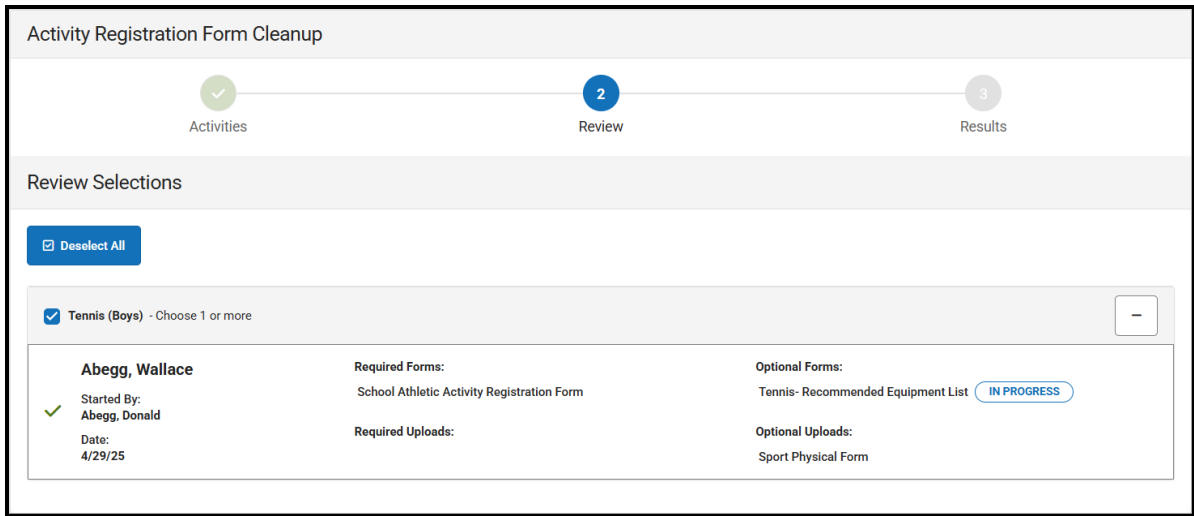
Activity Registration Form Cleanup

See the [Activity Registration Tool Rights](#) article to learn more about rights needed to use this and related tools.

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.



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Activities **2** Review 3 Results

Review Selections

Deselect All

Tennis (Boys) - Choose 1 or more

<p>Abegg, Wallace</p> <p>Started By: Abegg, Donald</p> <p>Date: 4/29/25</p>	<p>Required Forms: School Athletic Activity Registration Form</p> <p>Required Uploads:</p>	<p>Optional Forms: Tennis- Recommended Equipment List IN PROGRESS</p> <p>Optional Uploads: Sport Physical Form</p>
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4. Click **Delete**. The Delete In Progress Registrations message box will appear.
5. Click **Delete** to remove the incomplete registrations.
6. 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.