## **Activity Form Cleanup**

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## 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.

Activity Form Cleanup ☆		Student Info	ormation > Activity Registration > Activity Form	Cleanup
Activity Registration Form Cleanup				
1				
Activities	Review	Ν	Results	
Instructions				
Below are activities that have been identified as ha registrations. On the next step, you will be able to e	ving incomplete registrations. Please select evaluate the selected activities and flag spec	which activities you would like to further ev ific students within them for deletion.	aluate for removal of these incomplete	
Activity Selection				
Timeframe Previous Current All				
Activity Name	Туре	Status	Prior Year Only	
Filters: Search by Activity Name	Select Activity Type(s)	Select Statuses	OFF	
Film Club (Winter & Spring 24)	Sch	ool(s)		
		lext		

## **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.

Activities 2   Review Results	Activities	2 Review	3
Review Selections			Results
Deselect All      Tennis (Boys) - Choose 1 or more	Review Selections		
-	Deselect All     Tennis (Boys) - Choose 1 or more		
Abegg, Wallace Required Forms: Optional Forms:	Abegg, Wallace Required Forms:	0	Optional Forms:

- 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.