

Activity Registration Checklist

Last Modified on 05/14/2026 1:14 pm CDT

Before You Begin: Be sure you have finished setting up [School Store](#) and [Payments](#).

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

Activity Registration Setup Workflow

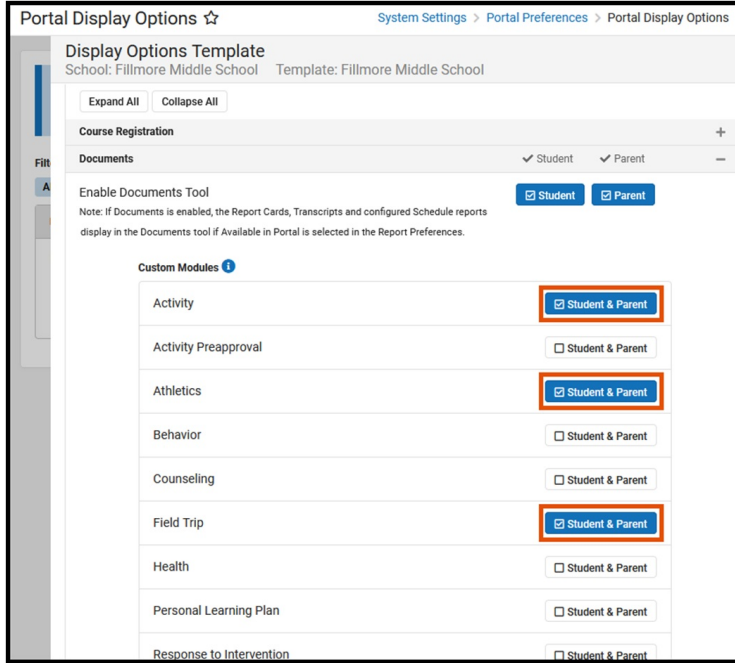
Step	Campus Location
Set Up Custom Forms and Ad Hoc Filters	
<p>1 Upload and manage supplemental Activity Registration documents in the Custom Forms tool.</p> <p>The following Activity Registration options are available in the Module field in Custom Forms: Activity, Activity Preapproval, Athletics and Field Trip. Forms created with these options can only be assigned to a student via the Campus School Store and Activity Registration.</p> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> <p>The Activity Preapproval process can only use custom form types of <i>Interactive Form with Database Table</i> and <i>Interactive Form</i>.</p> </div> <p>If you use an interactive form, you can also use the following Ad hoc fields to prepopulate the form: <i>activityName</i> and <i>studentFirstLastName</i>. For prepopulating to work, you must use the Ad hoc fields as the field names in your PDF. These fields are case sensitive.</p>	<p>Tool Search: Custom Forms</p>
<p>2 Create an Ad Hoc filter for selecting eligible students. Each activity requires an Ad Hoc filter. Campus only allows students who are included in the Ad Hoc filter to register for the activity.</p>	<p>Tool Search: Filter Designer</p>
Set Up Portal Preferences	

Step

- 3 Make sure the **Activity, Athletics, and Field Trip** Custom Modules are selected on the Portal Display Options tool.

Campus Location

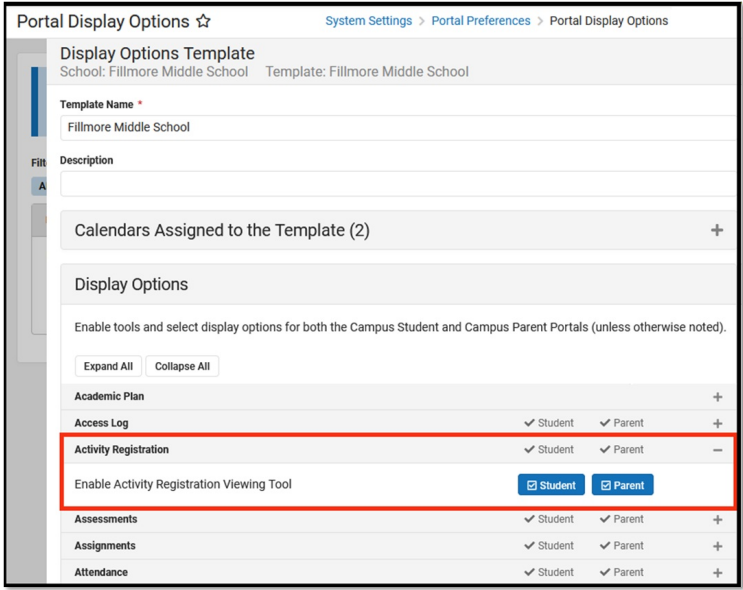
Tool Search: Portal Display Options



Step	Campus Location
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4 Make sure the **Enable Activity Registration Viewing Tool** option has the **Student** and/or **Parent** checkboxes marked if you want to allow users to see Activity Registration information in [Campus Student](#) or [Campus Parent](#). When these options are enabled, users can see the activities for which the student has registered. To be considered "registered" the activity fee must be paid. Any applicable forms and options purchased for the student also display.

Tool Search: Portal Display Options



Add District Assignments

5 The following checkboxes display on the [District Assignments](#) tool and determine which staff may be assigned to activities.

- **Activity Staff:** When this checkbox is marked, the staff member may be assigned as the primary or secondary owner responsible for an activity.
- **Activity Preapproval:** When this checkbox is marked, the staff member may be assigned as the School Approver, District Approver, or International Approver for an activity preapproval request.

Tool Search: District Assignments

Set Up Preapproval Configurations (Optional)

6 Use the [Preapproval Configuration](#) tool to set up the rules, identify the appropriate approvers, and assign the forms that must be completed before an activity can be made available for registration in the School Store.

Tool Search: Preapproval Configuration

Set Up Activities

Step	Campus Location
7 Add new activities in the Activity Builder tool.	Tool Search: Activity Monitor
Manage Activities	
8 View the Activity Roster and process registrations .	Tool Search: Activity Monitor
9 Review past activities and monitor upcoming activities in the Activity Monitor.	Tool Search: Activity Monitor
10 Use the Activity Monitor to review proposed activities . You can approve, decline, or return activities submitted through the Activity Dashboard.	Tool Search: Activity Monitor