

Create New Activity (Activity Monitor)

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

Tool Search: Activity Monitor

[Step 1 - Create Activity](#) | [Step 2 - Build Roster](#) | [Step 3 - Form Selection](#) | [Step 4 - Link to Portal](#) | [Step 5 - Finish](#) | [Submit an Activity Request for Preapproval](#)

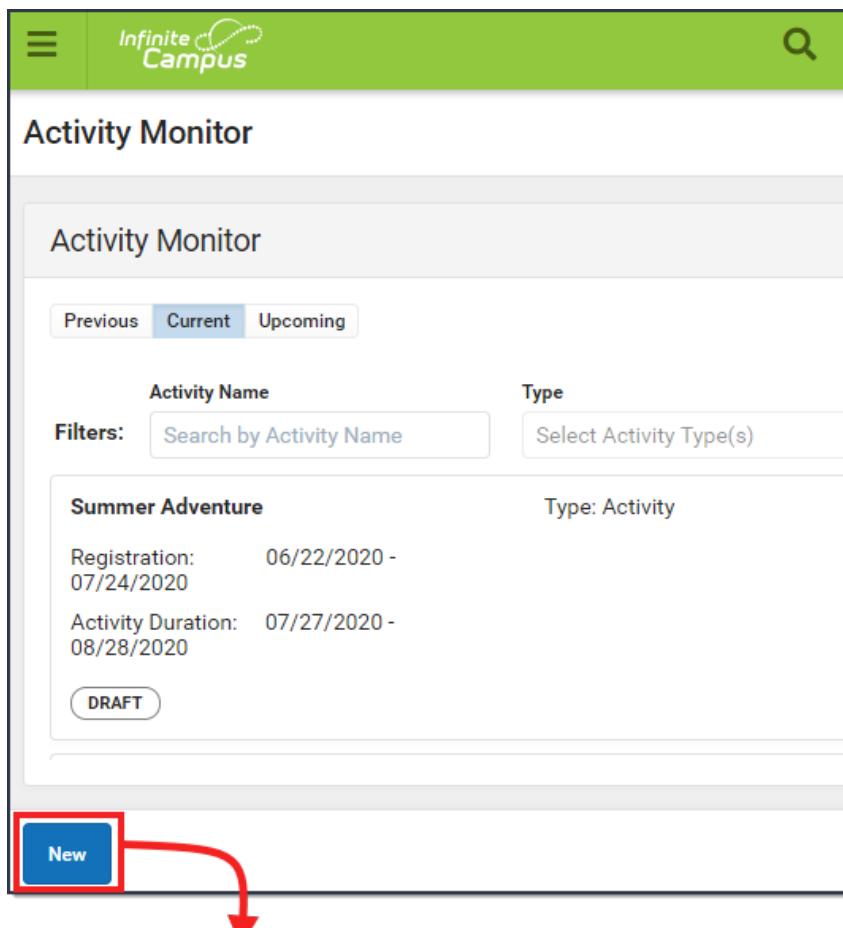
Before You Begin

- Add any needed documents in [Custom Forms](#)
- Create an [Ad Hoc](#) filter for selecting eligible students.

Step 1 - Create Activity

The first step in the Activity Builder is to define the parameters for the activity. To add an activity, click the **New** button in the action bar.

► [Click here to expand...](#)



The screenshot shows the 'Activity Monitor' page. At the top, there are navigation links for 'Previous', 'Current' (which is selected), and 'Upcoming'. Below these are two search/filter boxes: 'Activity Name' and 'Type'. The 'Activity Name' box contains 'Summer Adventure' and the 'Type' box contains 'Activity'. Underneath, there is registration information: 'Registration: 06/22/2020 - 07/24/2020' and 'Activity Duration: 07/27/2020 - 08/28/2020'. A 'DRAFT' button is visible. At the bottom left, a blue 'New' button is highlighted with a red box and a red arrow pointing to it.

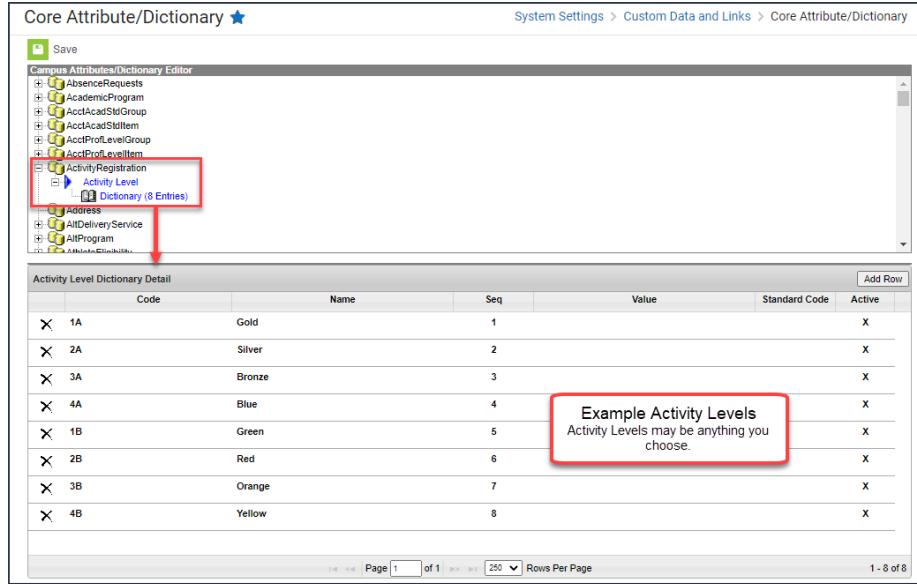
1 Create Activity 2 Build Roster 3 Form Selection 4 Link to Portal 5 Finish

Use this tool to create an Activity Packet. Define below the details of the Activity then progress to additional components of the registration process.

Activity Name: (Required) <input type="text"/>	Status: Draft	
Type: (Required) <input type="text"/>		
School(s): (Required) <input type="text"/> Harrison High <input type="button" value="X"/>	Primary Activity Owner(s): (Required) <input type="text"/>	Secondary Activity Owner(s): <input type="text"/>
Registration Open Date: (Required) <input type="text"/> MM/DD/YYYY <input type="button" value="Calendar"/>	Registration Close Date: (Required) <input type="text"/> MM/DD/YYYY <input type="button" value="Calendar"/>	
Activity Start Date: (Required) <input type="text"/> MM/DD/YYYY <input type="button" value="Calendar"/>	Activity End Date: (Required) <input type="text"/> MM/DD/YYYY <input type="button" value="Calendar"/>	
Enable Waitlist: <input checked="" type="checkbox"/>	Delete Incomplete Registrations: <input type="checkbox"/>	
Waitlist Close Date: <input type="text"/> MM/DD/YYYY <input type="button" value="Calendar"/>		
Waitlist Notifications Add custom portal notifications for guardians and students. These will be triggered based on certain dates or actions taken within the waitlist. Generic text for the notifications will be provided, but can be customized if desired. All notifications will be prefaced with "Activity Waitlist Update for First Name Last Name".		
Send a notification when a student is approved: <input type="checkbox"/> Enter Notification Text:	Send a notification when a student is removed: <input type="checkbox"/> Enter Notification Text:	Send a notification when registration closes: <input type="checkbox"/> Enter Notification Text:
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Save & Next"/>		

Use the following field descriptions to complete the Create Activity screen.

Field	Description
Activity Name	<p>A name for the activity you are creating. <i>This is a required field.</i></p> <p>The Activity Name can be changed until registration is closed. If you have already associated a Product with this activity and the product has the same name, Campus gives you the option to change the product name too.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>If you change the Activity Name, any completed purchases/registrations that exist when you change the name will still use the original name (name at the time the purchase was made) in School Store reports.</p> </div>
Type	<p>The activity Type is provided by Campus. Options include the following:</p> <ul style="list-style-type: none"> • Activity • Athletics • Field Trip <p><i>This is a required field.</i></p>

Field	Description
Activity Level	<p>Activity Levels are another way to identify different kinds of activities. This field only displays if you have added Activity Levels in the Attribute Dictionary and is optional unless the Required checkbox is also marked in the Attribute Dictionary.</p> <p>► Click here to expand...</p> 
International	<p>The International checkbox only displays when the Activity Type is <i>Field Trip</i>. If the activity needs preapproval, marking this checkbox ensures Campus routes your activity request to the correct approver(s).</p>
Status	<p>The Activities status. This is a read-only field.</p> <ul style="list-style-type: none"> • Draft • Preapproval Returned • Preapproval Required • Preapproval Pending • Preapproval Complete • Ready • Registration Open • Registration Closed • Active - Registration Open • Active - Registration Closed • Complete • Cancelled <div data-bbox="493 1731 1426 1859" style="background-color: #e0f2f1; padding: 10px; border-radius: 10px;"> <p>If the <i>Registration Closed Date</i> is after the <i>Activity Start Date</i>, the Status is Active - Registration Open.</p> </div>
School(s)	<p>The school(s) to which you can associate the Activity. Only schools to which you have tool rights display. <i>This is a required field.</i></p>

Field	Description
Primary Activity Owner(s)	<p>The primary person(s) responsible for the Activity. To appear in this field, the person must have an active assignment in the selected school and the Activity Staff checkbox marked on their District Assignment. You may select more than one person in the field.</p> <p>For access to attendance and messaging options, the person must also have Teacher marked on their District Assignment.</p> <p>When a Primary Owner is not the person who created the activity and changes the Primary Owner to another person, they will not have access to the activity after they save their changes.</p> <p>When a Primary Owner is not the person who created the activity and adds themselves as the Activity Owner (Secondary), they will only have read-only access to the activity after they save their changes.</p> <p><i>This is a required field.</i></p>
Secondary Activity Owners(s)	<p>The secondary person(s) responsible for the Activity. To appear in this field, the person must have an active assignment in the selected school and the Activity Staff checkbox marked on their District Assignment</p> <p>You may select more than one person in the field.</p> <p>For access to attendance and messaging options, the person must also have Teacher marked on their District Assignment.</p>
Registration Open Date	<p>The first day the Activity is displayed in the School Store and people can register for the Activity. The date must be before the Activity Start Date and Registration Close Date. <i>This is a required field.</i></p>
Registration Close Date	<p>The last day on which the Activity is displayed in the School Store. The date must be after the Registration Open Date and prior or equal to the Activity End Date. If you do not enter a date, Campus automatically uses the Activity End Date.</p>
Activity Start Date	<p>The date on which the Activity begins. The date cannot be before the Registration Open Date or after the Activity End Date. <i>This is a required field.</i></p>
Activity End Date	<p>The date on which the Activity ends. The date cannot be before the Activity Start Date or Registration Close Date. <i>This is a required field.</i></p>

Field	Description
Enable Waitlist	When this setting is activated, it will create a waitlist for students to join once the activity's inventory reaches zero. The "Add to Cart" button will then change to "Join Waitlist." Activity staff will manage the waitlist by either granting spots or removing students as necessary.
Waitlist Close Date	The final date students can join a waitlist prior to registration closing.
Waitlist Notifications	Custom notifications for guardians and students will be sent based on a student's approval status, removal, or if registration has closed for an activity with a waitlist.
Delete Incomplete Registrations	When turned on, this setting will automatically delete activity registrations on the day after an activity ends if those registrations have been started without completing the purchase and the student never participated in the activity.

Step 2 - Build Roster

If a "Preapproval is required..." banner appears at the top of the Activity Builder, the activity must be pre-approved. See [Preapproval Configuration](#) and [Preapproval Requests](#) for details.

Define eligible participants by selecting a saved Ad Hoc filter.

► [Click here to expand...](#)

Activity Builder - Lacrosse Club 10th Grade Girls



Define eligible participants by selecting a saved Ad Hoc filter.

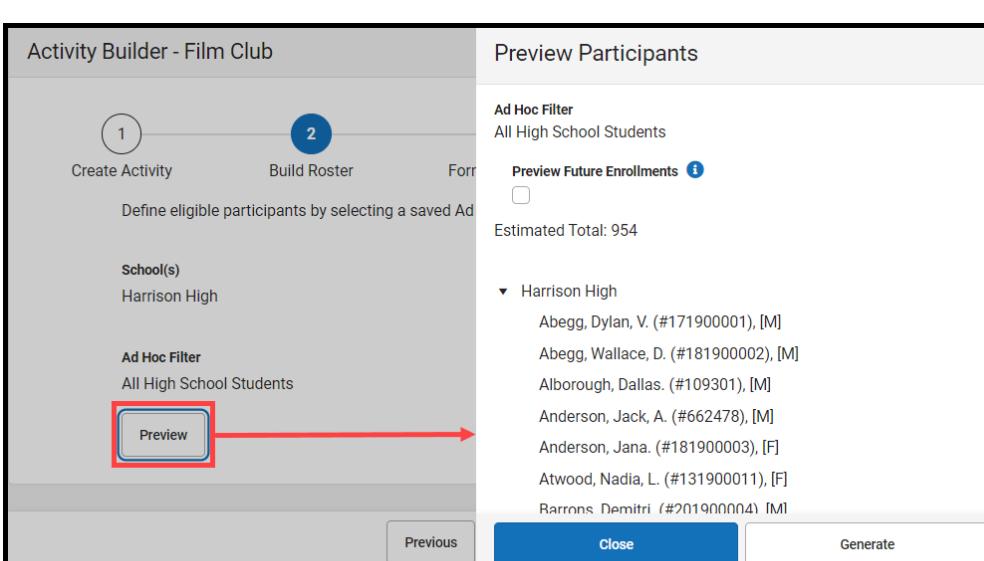
School(s)
Harrison High

Ad Hoc Filter *
10th Grade Girls

[Preview](#)

[Previous](#) [Cancel](#) [Save & Hold](#) [Save & Next](#)

Use the following field descriptions to complete the Build Roster screen.

Field	Description
School(s)	This field displays the school(s) that were selected in Step 1 - Create Activity.
Ad Hoc Filter	The Ad Hoc filter for selecting eligible students. Campus only allows students who are included in the Ad Hoc filter and have an active enrollment in the school(s) associated with the activity to register for the activity. <i>This is a required field.</i>
Preview	<p>Click this button to preview roster information in a side panel. The panel displays an estimate of the total number of students listed by school then provides the student's names. If a student has multiple enrollments and Campus cannot identify the primary enrollment, an asterisk (*) displays behind the student's name.</p> <p>Use the Preview Future Enrollments checkbox to allow you to see who would be included if you choose to enable Include Future Enrollments under Eligibility on step 4 of the builder. Students with an applicable future enrollment will be added to the preview if their enrollment falls within the Days from Registration Close Date. These students will display with the status of Future. To refresh the preview with updated results, click Generate.</p> <div style="background-color: #f0f0f0; padding: 10px; border-radius: 10px; margin-top: 10px;"> <p>IF your district includes a school in its Ad hoc filter, verify the same school is selected on Step 1 - Create Activity. If the Ad hoc filter and the activity are associated with different schools, the Preview displays irregular results.</p> </div> <div style="background-color: #ffffcc; padding: 10px; border-radius: 10px; margin-top: 10px;"> <p>If you do not have access to the ad hoc filter that is assigned to the activity, the Preview button does not display.</p> </div> 

Step 3 - Form Selection

Including forms and document uploads is optional.

Select the appropriate forms for registration and indicate whether the form is considered required. Forms must be active during the full registration period to be selected.

Once a form has been assigned out, it can no longer be edited for the Activity.

► [Click here to expand...](#)

1 2 3 4 5

Create Activity Build Roster Form Selection Link to Portal Finish

Forms

Optional, select the appropriate forms for registration and indicate whether the form is considered required. Forms must be active during the full registration period to be selected. Forms are no longer editable once they have been assigned or when the activity is in an open or active state.

Activity Type: Athletics **Registration Dates:** 03/24/2025 - 05/02/2025

Form Title: **Required:**

Select a Form No Clear

Add Form

Document Uploads

Optional, enable document uploads and determine whether they are required and where they will post to. Provide instructions to the parents or students who will be uploading using the "Upload Instructions" text box. A preview will be provided on step 5.

Enable Uploads

Document #1

Document Name: (Required) Name parents/students see **Code: (Required)** Name at posted location **Required:** No **Post Location: (Required)**

Upload Instructions:

Clear All

Add Upload

Previous Cancel Save Save & Next

Forms

Use the following field descriptions to complete the Form section.

Field	Description
Activity Type	<p>This field displays the Activity Type that were selected in Step 1 - Create Activity.</p> <ul style="list-style-type: none"> • Activity • Athletics • Field Trip
Registration Dates	<p>This field displays the Registration Dates that were selected in Step 1 - Create Activity.</p>
Form Title	<p>This field displays the custom forms associated with the Activity Type. You can add multiple forms by clicking the Add Form button.</p> <div data-bbox="414 720 1399 848" style="border: 1px solid #ccc; padding: 10px; background-color: #e0f2f1;"> <p>Tip: If the form title is grey and cannot be selected, check the form's active dates. The form must be active for the full time that your activity has registration open.</p> </div>
Additional Forms Pending	<p>Mark this checkbox if you are not ready to select forms or have additional forms you want to add later. When this checkbox is marked, the Activity cannot be approved. Campus requires the approver in the Activity Monitor to Return the proposed activity to you so that you can add the forms or they can Decline the activity. You can mark this checkbox and have custom forms associated at the same time.</p>

Field	Description		
Required	<p>Some forms may require information or an eSignature from the parent or student before it can be purchased in the School Store. Select an option from the Required dropdown list to determine whether information or signatures are required.</p>		
	<table border="1"> <thead> <tr> <th data-bbox="385 433 759 476">Option</th><th data-bbox="759 433 1414 476">Description</th></tr> </thead> </table>	Option	Description
Option	Description		
	<table border="1"> <tbody> <tr> <td data-bbox="385 500 759 702">No</td><td data-bbox="759 500 1414 702">The default. The form does not require information or a signature. The form is optional, meaning it does not have to be opened or reviewed before purchasing the activity in School Store.</td></tr> </tbody> </table>	No	The default. The form does not require information or a signature. The form is optional, meaning it does not have to be opened or reviewed before purchasing the activity in School Store.
No	The default. The form does not require information or a signature. The form is optional, meaning it does not have to be opened or reviewed before purchasing the activity in School Store.		
	<table border="1"> <tbody> <tr> <td data-bbox="385 725 759 896">Yes</td><td data-bbox="759 725 1414 896">When Yes is selected, the guardian or student must open the form and review it before the activity can be added to the cart within the School Store.</td></tr> </tbody> </table>	Yes	When Yes is selected, the guardian or student must open the form and review it before the activity can be added to the cart within the School Store.
Yes	When Yes is selected, the guardian or student must open the form and review it before the activity can be added to the cart within the School Store.		
	<table border="1"> <tbody> <tr> <td data-bbox="385 918 759 1170">Guardian Registration</td><td data-bbox="759 918 1414 1170">The Guardian Registration option works the same as Yes, except, the guardian ONLY can initiate the registration process. The form MUST be signed by the guardian before it can be added to the cart in the School Store. Read the topic Declining a Signed Form if a guardian does NOT sign the form.</td></tr> </tbody> </table>	Guardian Registration	The Guardian Registration option works the same as Yes, except, the guardian ONLY can initiate the registration process. The form MUST be signed by the guardian before it can be added to the cart in the School Store. Read the topic Declining a Signed Form if a guardian does NOT sign the form.
Guardian Registration	The Guardian Registration option works the same as Yes, except, the guardian ONLY can initiate the registration process. The form MUST be signed by the guardian before it can be added to the cart in the School Store. Read the topic Declining a Signed Form if a guardian does NOT sign the form.		

Document Uploads

Use the following field descriptions to complete the Document Uploads section. If enabled for an Activity, a Required Uploads Complete column will appear in the Activity Roster.

To enable Document Uploads, the [Campus Digital Repository](#) and Activity Registration setting within it must be turned on.

- If Campus Digital Repository is disabled (either at the Activity Registration location or the specific post location), activities will become inactive (the step 4 "Active" checkbox will be unchecked) and cannot be re-checked until Campus Digital Repository is re-enabled. Once Campus Digital Repository is re-enabled, you will need to manually check the "Active" checkbox to allow the activity to go live again.

Field	Description
Enable Upload	Mark this checkbox to enable document uploads when parents and students sign up for activities.

Field	Description
Document Name	The name associated with the document upload.
Code	An internal name for Campus records and data.
Required	Designate whether the document upload will be required to sign up for the activity.
Post Location	The location in Campus where document will be posted after approval by Activity Staff.
Upload Instructions	The instructions provided for parents and students while uploading a document during activity registration.
Clear All	Clear all fields associated with the document upload.
Add Upload	Include another option to upload documents related to the activity.

Step 4 - Link to Portal

On this screen, configure how the activity should display in the School Store and set up the associated costs.

Once an Activity has been purchased, the Associated Costs cannot be modified.

► [Click here to expand...](#)

Activity Builder - Soccer Club 10th Grade Boys

- 1 Create Activity
- 2 Build Roster
- 3 Form Selection
- 4 Link to Portal**
- 5 Finish

Configure the registration view for the Portal and cost where applicable for the activity.

Category Information

Categories *

Product Information

Product Name *

Product Type *

  **Image Upload**

Max File Size: 20MB

Description and Special Instructions

Soccer club is for students who want to play more than just the regular season or students who are new to the sport.

Use the following field descriptions to complete the Link to Portal screen.

Field	Description
Category Information	
Category	Categories are how similar products are grouped together in the store. When a portal user selects a category, only the products assigned to that category display. <i>This is a required field.</i> See the Categories (School Store) article for more information about managing categories.
Product Information	
Product Name	The name that displays in the store. <i>This is a required field.</i>

Field	Description				
Product Type	<p>Product Types are assigned to products and to Fund Accounts. When a product is purchased, funds are deposited into the bank associated with the Fund Account that is assigned to the same Product Type. Product Types are set up in the School Store: <i>System Administration > School Store > Product Types</i>.</p> <p><i>This is a required field.</i></p>				
Active	<p>When this checkbox is marked, the product displays on the School Store. However, if this checkbox is not marked, the product is not available even if registration is currently open. This checkbox is most useful for troubleshooting issues in the School Store. If the Category associated to the activity is inactivated, this checkbox is automatically unmarked.</p>				
	<p>The Active checkbox does NOT display when the Activity is in a Draft or Cancelled status.</p>				
	<p>▶ Click here to expand...</p> <div data-bbox="425 952 1124 1439" style="border: 1px solid black; padding: 10px;"> <p>Category Information</p> <p>Categories Athletics (Willmar Senior High)</p> <p>Product Information</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Product Name</td> <td style="width: 50%;">Product Type</td> </tr> <tr> <td>LaCrosse Club</td> <td>Athletics</td> </tr> </table> <div style="border: 1px solid red; padding: 5px; width: fit-content; margin-bottom: 5px;"> <p>Active</p> <p><input checked="" type="checkbox"/></p> </div> <p>Restrict to Associated School Enrollments</p> <p><input checked="" type="checkbox"/></p> </div>	Product Name	Product Type	LaCrosse Club	Athletics
Product Name	Product Type				
LaCrosse Club	Athletics				
Image Upload	This option allows you to add a picture of the product.				
Product Description and Special Instructions	<p>Detailed information about the product. This description appears below the picture of the product.</p> <div data-bbox="425 1626 1427 1821" style="background-color: #e0f2e0; padding: 10px;"> <p>Tip</p> <p>Use this area to provide more information about the activity like meeting times, locations, and contact information. You could also provide special instructions such as how to turn in the forms.</p> </div>				
Customer Comments	When this checkbox is marked, customers can add information to their purchase before they check out.				
Eligibility					

Field	Description
Restrict to Associated School Enrollments	<p>When this checkbox is marked, the Recipient dropdown list will only display students who have an enrollment in the active school year at the school to which the activity is attached. This includes primary, secondary, and enrollments with a future end date.</p> <p>Example</p> <p>If you have an Activity attached to the High School only and this checkbox is marked, parents will only be able to select their student(s) with primary and secondary High School enrollments in the active school year as well as enrollments with a future end date. Please note that if the same Activity is associated with multiple schools; e.g., a middle school and a high school, parents can select both middle and high school students in both stores.</p>
Include Future Enrollments	<p>When this checkbox is marked, this will allow users to look ahead for future enrolled students that also meet the criteria of the Ad Hoc filter from Step 2.</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0f2f1;"> <p>Restrict to Associated School Enrollments must be selected to use Include Future Enrollments.</p> </div>
Days from Registration End Date	<p>The number of days (between 1 and 365) into the future that enrollments can be viewed.</p>
Associated Costs	
Track Limits	<p>Mark this checkbox if you want to track the number of openings or items you have available or if you want to cap the number of students allowed to enroll. When this checkbox is marked, Campus calculates the amount of inventory you have available after a purchase is made through the School Store. Marking this checkbox enables the Inventory Limit field and makes it required.</p> <p>Do NOT mark this checkbox if you do not want to limit the number of registrations that can be sold.</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0f2f1;"> <p>This will be automatically checked when Enable Waitlist has been selected in Step 1 and cannot be turned off until Enable Waitlist has been disabled. View Manage Activity Waitlists for more information.</p> </div>
Partial Refunds	<p>When this checkbox is marked, partial refunds can be issued in the Payments Reporter for the activity. If this Partial Refunds checkbox is marked and the Track Limits option is also selected, the Payments Reporter will allow you to increase the number of available openings or items when you make a partial refund.</p>

Field	Description															
Item Name	<p>The Product Name automatically displays here but can be changed. <i>This is a required field.</i></p> <p>If more than one option is available for users to select, this is the name of the option that displays under the Product in the School Store.</p>															
Selling Price	<p>The price customers see and pay in the School Store. The price can be \$0.00. <i>This is a required field.</i></p>															
Reduced Price	<p>The price students with Reduced eligibility status whose guardians have given permission to share it with School Store the pay and see. The price can be \$0.00.</p> <p>To use this feature, the Allow Free and Reduced Pricing checkbox must be marked in the School Store setup.</p>															
Free Price	<p>The price students with a Free eligibility status whose guardians have given permission to share it with the School Store pay and see. The price can be \$0.00.</p> <p>To use this feature, the Allow Free and Reduced Pricing checkbox must be marked in the School Store setup.</p>															
Inventory Limit	<p>This field is only available if you marked the Track Limits checkbox. Enter the maximum number that may be purchased. Once this number is reached, the product does not display in the School Store. If you process a refund during registration, Campus returns the inventory for purchase. If a student is manually registered for an activity within the Activity Roster and the Option Purchased is set to an item with an inventory limit, it will affect Inventory Limits. <i>This is a required field when tracking limits.</i></p> <p>If Enable Waitlist has been selected in Step 1, students who attempt to purchase the activity after the Inventory Limit has been reached will be added to a waitlist. View Manage Activity Waitlists for more information.</p>															
Add (button)	<p>Click the Add button to add another item that may be purchased for this product. In the following example, an option was added that includes an activity bus.</p> <div data-bbox="425 1567 1410 1888" style="border: 1px solid black; padding: 10px;"> <p>Associated Costs</p> <p>Track Limits <input checked="" type="checkbox"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Item Name *</th> <th style="width: 25%;">Selling Price *</th> <th style="width: 25%;">Reduced Price</th> <th style="width: 25%;">Free Price</th> <th style="width: 25%;">Inventory Limit *</th> </tr> </thead> <tbody> <tr> <td>Lacrosse Club</td> <td>\$100.00</td> <td>\$50.00</td> <td>\$25.00</td> <td>30 Remove</td> </tr> <tr> <td>Lacrosse Club with Activity Bus</td> <td>\$120.00</td> <td>\$65.00</td> <td>\$25.00</td> <td>30 Remove</td> </tr> </tbody> </table> <p style="text-align: center;">Add</p> </div>	Item Name *	Selling Price *	Reduced Price	Free Price	Inventory Limit *	Lacrosse Club	\$100.00	\$50.00	\$25.00	30 Remove	Lacrosse Club with Activity Bus	\$120.00	\$65.00	\$25.00	30 Remove
Item Name *	Selling Price *	Reduced Price	Free Price	Inventory Limit *												
Lacrosse Club	\$100.00	\$50.00	\$25.00	30 Remove												
Lacrosse Club with Activity Bus	\$120.00	\$65.00	\$25.00	30 Remove												

Field	Description
Receipt Comments	This field allows you to enter comments or special instructions that you want on the customer's receipt. For example, you could add reminders for event times, meeting places, or what to bring.

Step 5 - Finish

Review the Activity Registration product display for the Campus School Store and validate the appropriate Custom Forms are attached. Click **Finish** to complete the process. After you click Finish, the Activity is in a **Ready** or **Registration Open** status. Editing is limited when an activity is in a **Registration Open** status. Most fields cannot be changed.



If the **Finish** button is unavailable, you cannot complete this step because your activity requires preapproval.

See the [Submit an Activity Request for Preapproval](#) topic for more information.

► Click here to expand...

Activity Builder - Lacrosse Club 10th Grade Girls

- ✓ Create Activity
- ✓ Build Roster
- ✓ Form Selection
- ✓ Link to Portal
- 5 Finish

Please review the Activity Registration product display for the Campus School Store. Click "Finish" to complete the process.



Lacrosse club is for students who want to play more than just the regular season or students who are new to the sport.

Registration Dates: 06/01/2020 - 06/30/2020

Activity Dates: 07/01/2020 - 08/21/2020

Forms to be completed (required forms indicated with "*")

[Student-Athlete Statement*](#)

[Transportation Form](#)

Activity Options*

Select Option...

Price

Quantity

1

Total Price

\$0.00

Recipient

[Previous](#) [Cancel](#) [Finish](#)

The following image is an example of this activity on the School Store. Once a student has registered for an activity, that activity no longer appears for them in the School Store.

Harrison High | Products

0 Items in Cart \$0.00

Product Search

Lacrosse Club 10th Gr...



View

Lacrosse Club 10th Grade Girls



Lacrosse club is for students who want to play more than just the regular season or students who are new to the sport.

Registration Dates: 06/01/2020 - 06/30/2020

Activity Dates: 07/01/2020 - 08/21/2020

Forms to be completed (required forms indicated with "*")

[Student-Athlete Statement*](#)

[Transportation Form](#)

Activity Options*

Lacrosse Club 10th Grade Girls

Price
\$100.00

Quantity* 1 **Total Price** \$100.00

Recipient*

Alcia Newberry

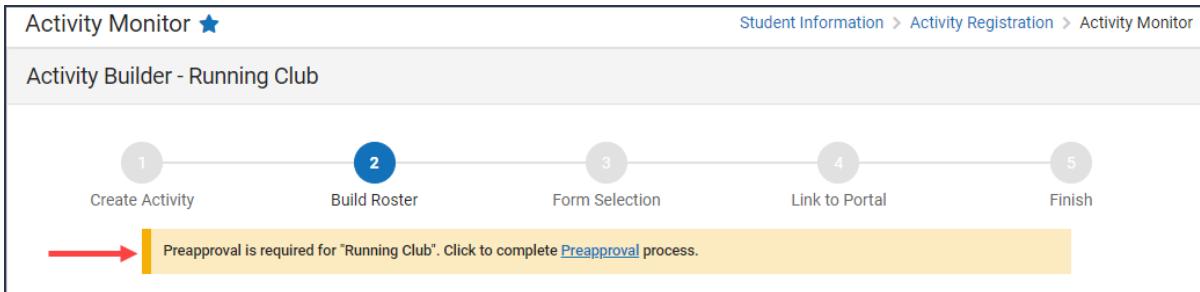
Add to Cart **Close**

Submit an Activity Request for Preapproval

If your activity requires preapproval before it can be created, a yellow banner displays under the progress tracker after *Step 1. Create Activity* or it displays on the Proposed tab with the status

Preapproval Required - Proposal. You can submit your activity request for preapproval at any time but the activity must be approved before you can complete [Step 5. Finish](#).

1. Click the **Preapproval** link in the banner.



Activity Monitor ★

Student Information > Activity Registration > Activity Monitor

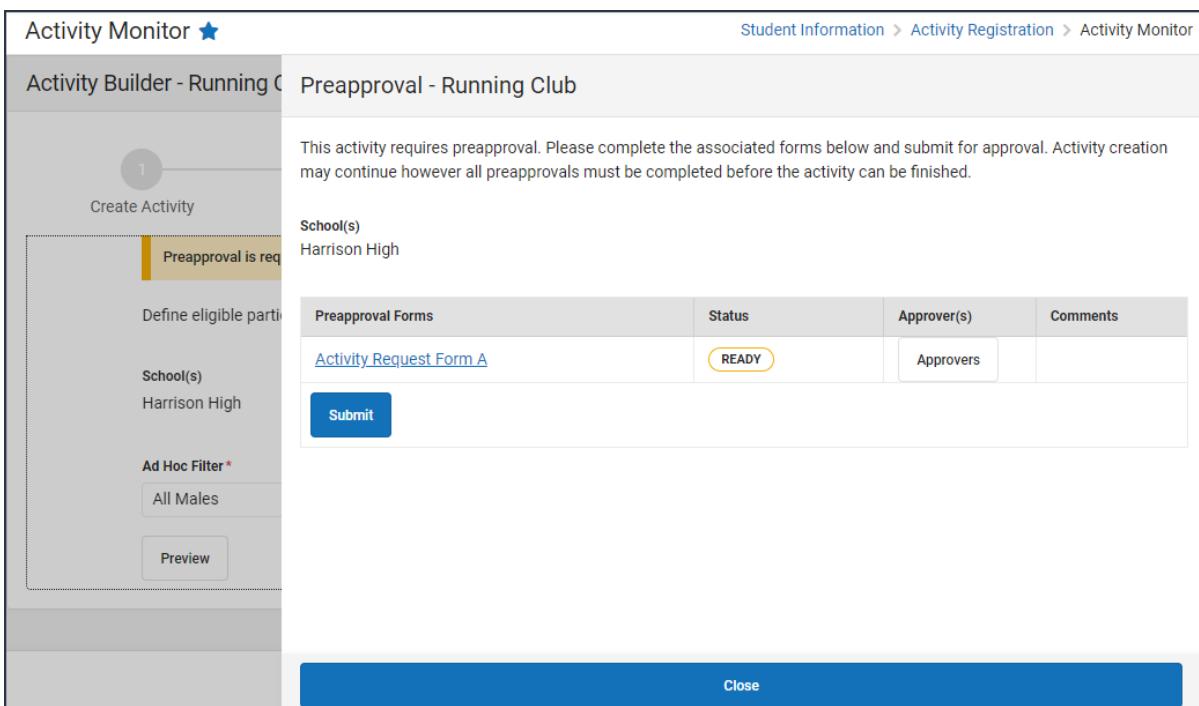
Activity Builder - Running Club

1 Create Activity 2 Build Roster 3 Form Selection 4 Link to Portal 5 Finish

Preapproval is required for "Running Club". Click to complete [Preapproval](#) process.

Result: The Preapproval panel displays.

- ▶ [Click here to expand...](#)



Activity Monitor ★

Student Information > Activity Registration > Activity Monitor

Activity Builder - Running Club

1 Create Activity

Preapproval is required

Define eligible participants

School(s)
Harrison High

Preapproval Forms	Status	Approver(s)	Comments
Activity Request Form A	READY	Approvers	

Submit

Close

2. Click the links for the **Preapproval Form(s)** (there may be more than one), fill in the required fields, and then click **Save** in the action bar. Repeat this step for each form.

Result: The status changes to **Pending**.

3. Click **Submit**.

Result: The form status changes to **Submitted** and the **Submit** button changes to **Rescind**.

4. Click **Close** to close the panel and return to the activity.

Result: The activity status changes to **Preapproval Pending - Proposal**. You can continue setting up your activity or click **Cancel**. Campus saves your activity and changes color the color of the forms alert based on the preapproval status.

If your activity request is...	Then...
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If your activity request is...	Then...
Approved	you will receive a notification that your activity request was approved and you may complete Step 5. Finish. The Activity Proposal is also assigned the <i>Preapproval Complete - Proposal</i> status.
Returned	you will receive a notification that your activity request was returned. The activity request is assigned the <i>Preapproval Returned - Proposal</i> status and Campus unlocks the custom form(s) so that you can make changes and submit the activity request again for preapproval.
Declined	you will receive a notification that your activity request was declined. The activity request is assigned the <i>Preapproval Declined</i> status and moved to the Previous tab in the Activity Monitor.