Manually Add Students

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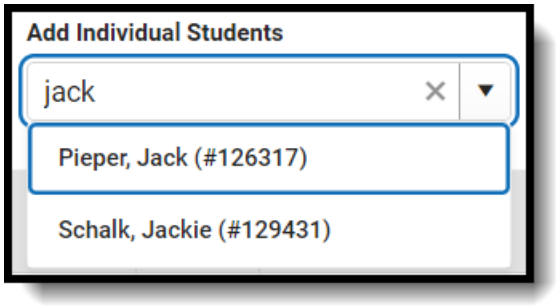
Students enrolled in the school associated with an activity can be manually added to an activity roster. This feature is useful if you would like to allow a student to participate but they do not match the criteria in the Ad hoc filter selected for the activity.

Students with past and future enrollments, in addition to current enrollments, can be manually added to an activity. When the **Add Individual Students** dropdown list is selected, Campus checks for enrollments 90 days in the past based on the **Registration Open Date** of the activity and enrollments 90 days in the future based on the **Activity End Date**.

Manually Add a Student

If a student is manually added, parents and students will not receive a notification about uploading documents until the activity is purchased (either in the Roster or Campus Parent/Student).

1. Click the **Roster** button on the activity.
2. Type the student's name in the **Add Individual Students** field and select the student when their name displays.



3. Campus adds the student with the status of "Pending Save," and they appear at the top of the roster until saved.
4. Mark the **Required Forms Complete** checkboxes. *Optional*
5. Click the **Select Purchase Details** in Option Purchased to add a payment. *Optional*
6. Click **Save** to save your changes.

Manage Form Participants and Details

Activity Registration supports interactive custom forms. Interactive forms allow users to enter data directly into the PDF and electronically sign when registering for an activity. You can use the Activity Roster to review these forms and ensure everything is filled out correctly and/or signed.

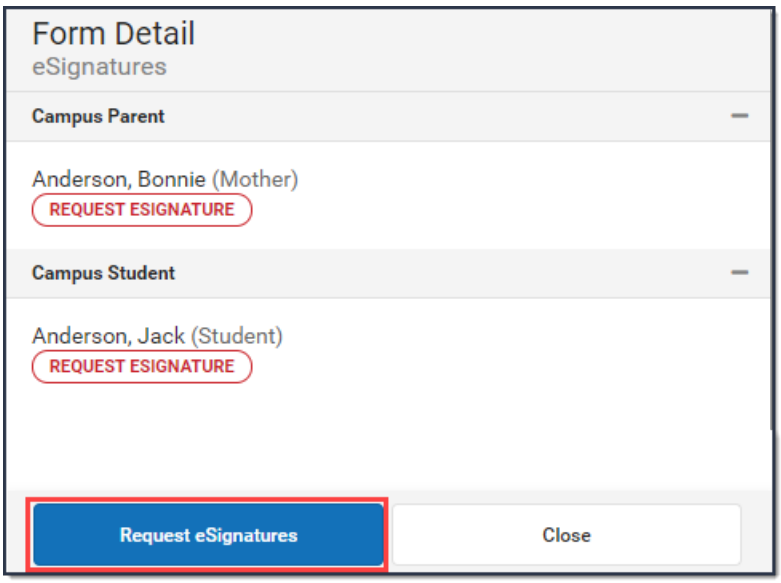
When you manually add a student to the roster, all forms must be reviewed and if applicable sent for eSignature. Forms can then be filled out in the Campus Student and/or Campus Parent Portal in the Documents tool. District staff can also fill out forms (except for the eSignature) in the Activity

Roster if necessary.

Request an eSignature

After you manually add a student to a roster and complete forms as necessary, you can request an eSignature from parent/guardians and students when the form requires an eSignature. Requesting eSignatures makes the form read-only; i.e., you cannot make additional changes.

1. Select the form that requires an eSignature. The Form displays.
2. Click **Review Participants**. The Form Details panel displays.
3. Click the **Request eSignatures** button. A confirmation message displays.

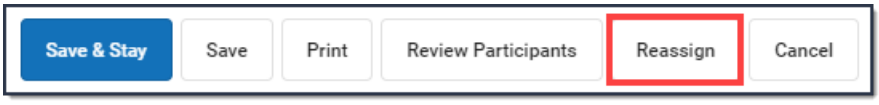


4. Click **Request eSignatures**. A confirmation message displays and the Form Detail panel closes. The eSignature statuses change to **Pending** on the Form Detail panel. Forms can then be filled out in the Campus Student and/or Campus Parent Portal in the Documents tool.

Reassign a Form for eSignature

This option allows you to reassign a custom form to a user who did not have an active Campus Student or Campus Parent account when the student was registered for an activity.

1. Select the form that requires a signature. The form displays in a side panel.
2. Click the **Reassign** button. An error message displays if the users does not have an active portal account. Otherwise, a confirmation message displays and the user can go to the Documents tool in the portal and complete the form.

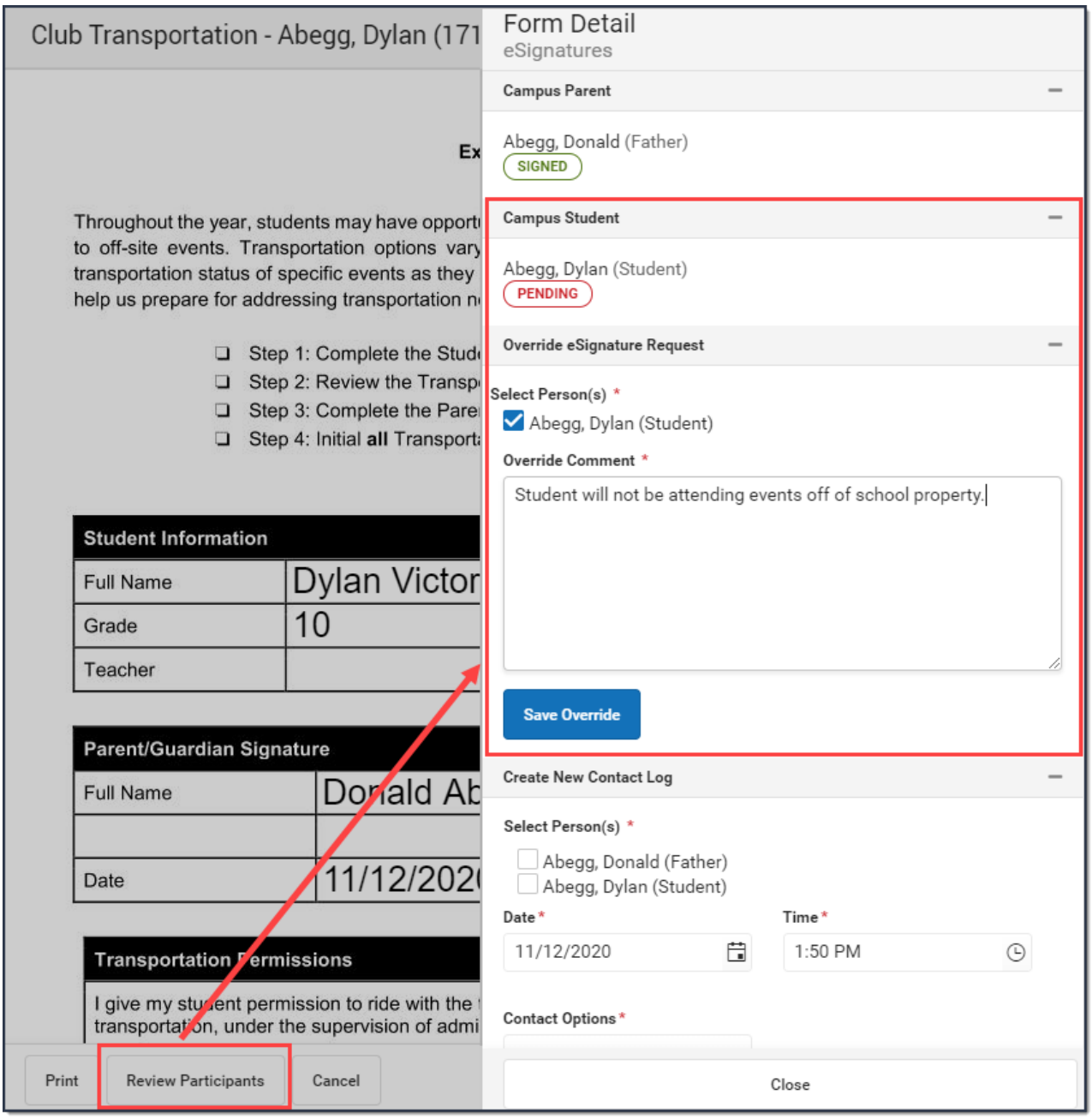


Override an eSignature Request

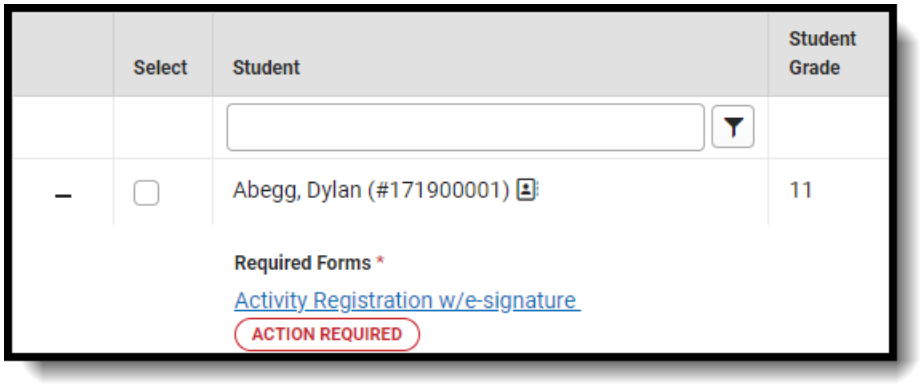
District staff cannot sign for students/parents; however, the eSignature can be overridden. As a best practice, create a new contact log to document any communication that resulted in

overriding the eSignature.

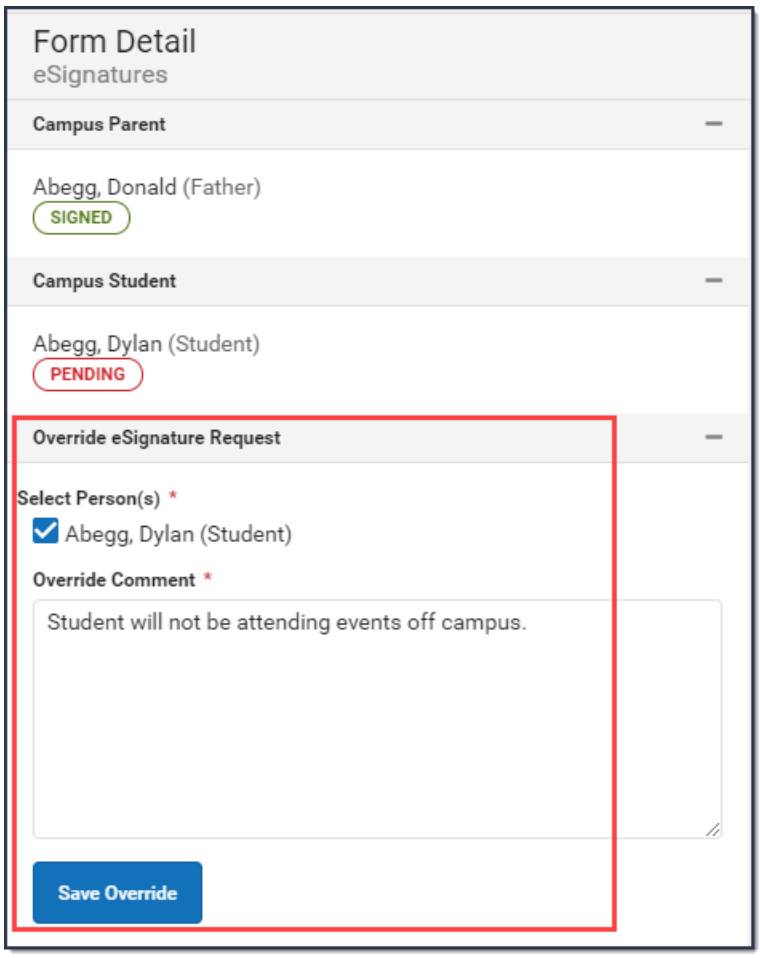
Click here to expand...



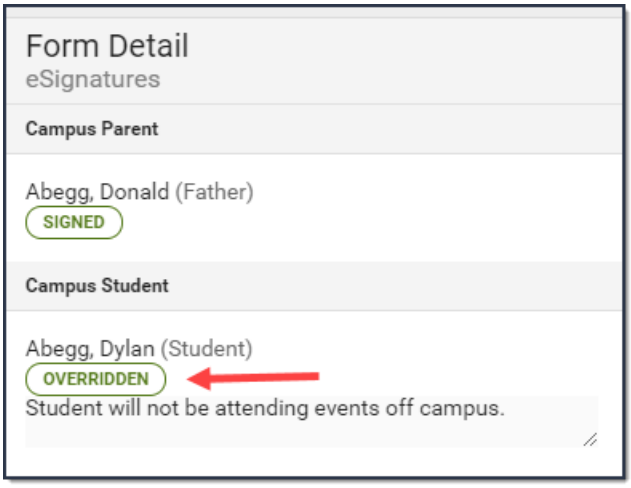
1. Select the form that requires a signature. It will say **Action Required** next to the form.



2. Click **Review Participants**.
3. Select the checkbox next to the person's name and then enter Comments explaining why you are overriding the eSignature.



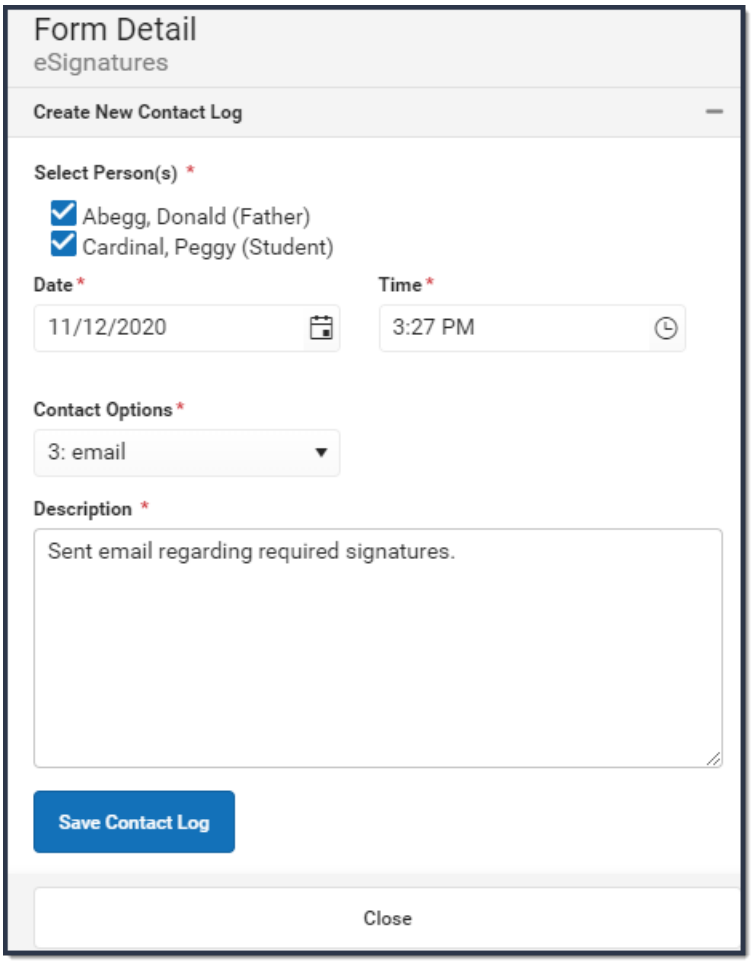
4. Click **Save Override**. A confirmation message displays as the status changes to Overridden.



Create a New Contact Log

The Activity Roster allows you to record an communication you have with participants by phone, mail, email or in person.

1. Select the form where you want to add a Contact Log.
2. Click **Review Participants.**



3. Mark the checkboxes next to the appropriate person(s).
4. Adjust the Date and Time as necessary.

5. Select one of the following **Contact Options**: *1:Telephone, 2: U.S. Mail, 3: email, 4: In Person*.
6. Enter a **Description**.
7. Click **Save Contact Log**. Campus creates a contact log for each person you selected.



Lock/Complete a Form

Required forms display the status **Action Required** until the form is locked. (Forms for manually added students do not display that status until the form is first opened.) A locked form indicates no additional changes can be made.

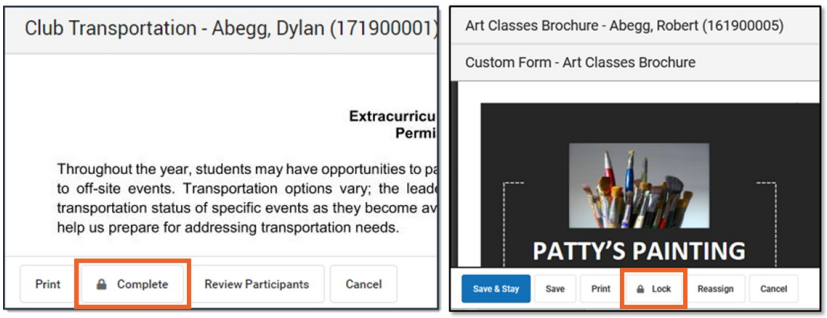
Locking and completing forms can be done manually or automatically.

> If a form is interactive and it is marked as Required, then the **Complete** button appears. If the form is **NOT** interactive, but it is marked as Required, the **Lock** button appears. Both buttons perform the same function.

Manually Lock/Complete a Form

Manually locking and completing forms gives you the chance to review a form and ensure the necessary information has been supplied and/or it has been signed.

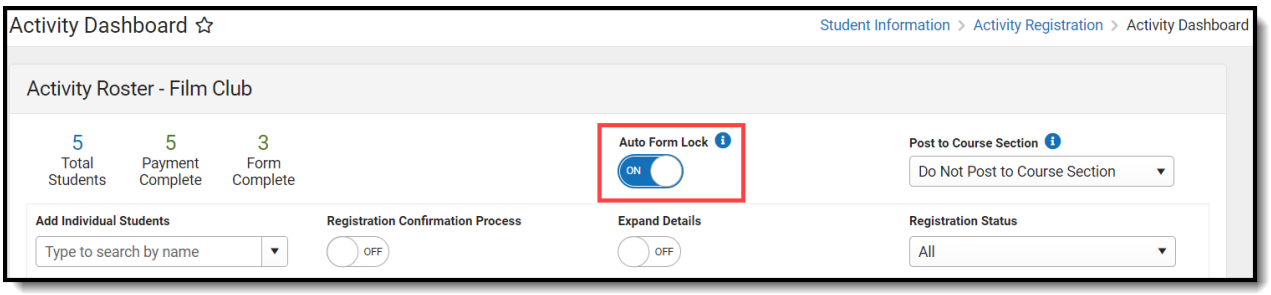
1. Select the form that you want to Lock. It will say **Action Required** next to the form.



2. Click the **Complete** or **Lock** button. The Complete Form or Lock Form confirmation message displays.
3. Click **Complete** or **Lock**. A confirmation message displays saying the form is locked and the form's status changes to *Complete*.

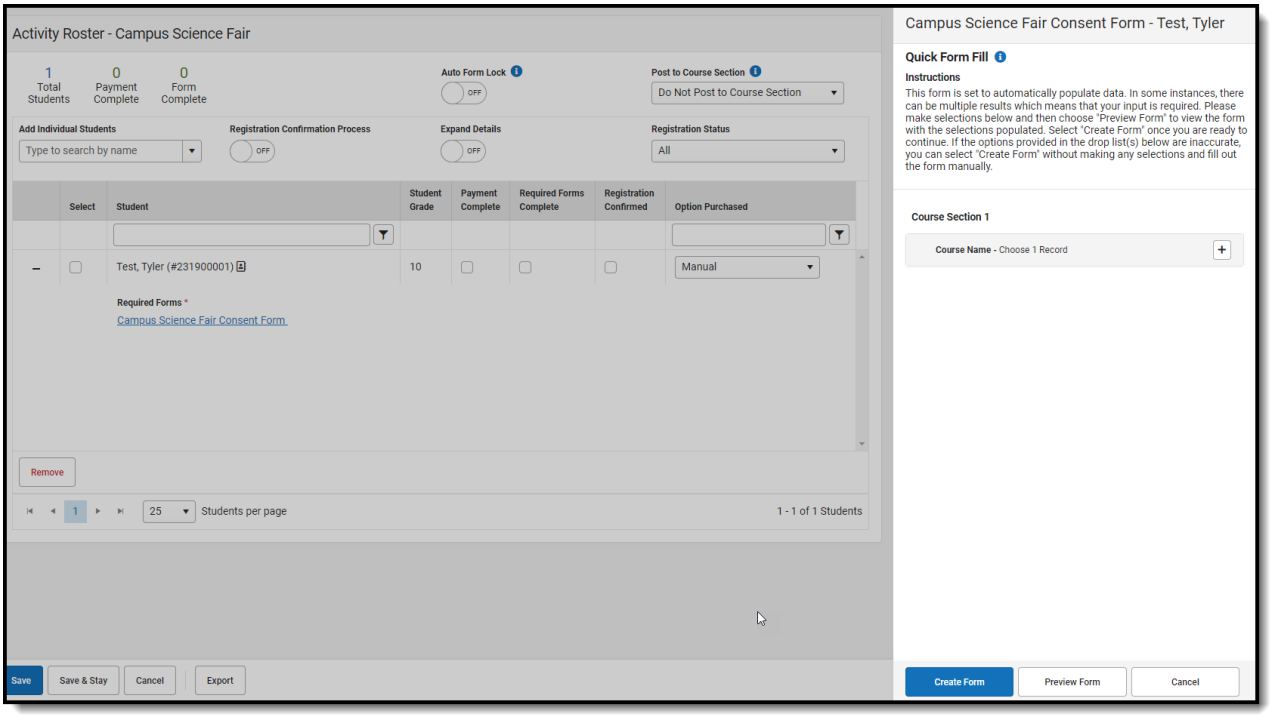
Automatically Lock/Complete a Form

Locking and completing forms is done automatically when you slide the **Auto Form Lock** toggle to **ON**. When a form has been completed and/or signed, the form is automatically locked and marked as Complete; the form does not require manual completion.



Creating a Form Using Quick Form Fill

The Quick Form Fill tool allows for custom forms in Activity Registrations to be populated with ad hoc data that is selected for the individual form fields. This tool will only appear when the data returned for the ad hoc provides multiple results and therefore needs input to decide which value to populate into the field. For example, a course name ad hoc populated into an Activity Registration form field will likely have multiple values returned. The Quick Form Fill tool will prompt for the correct course to populate on opening of the form. The Quick Form Fill tool is also available for parents/students to use in the School Store.



1. Select the Expand Details (+) of the student whose form you wish to fill in.
2. Select a form from the Required Forms.
3. Select from the Quick Form Fill options available.
4. Preview the form using the Preview Form button. It will appear in a new tab.
5. Click Create Form.

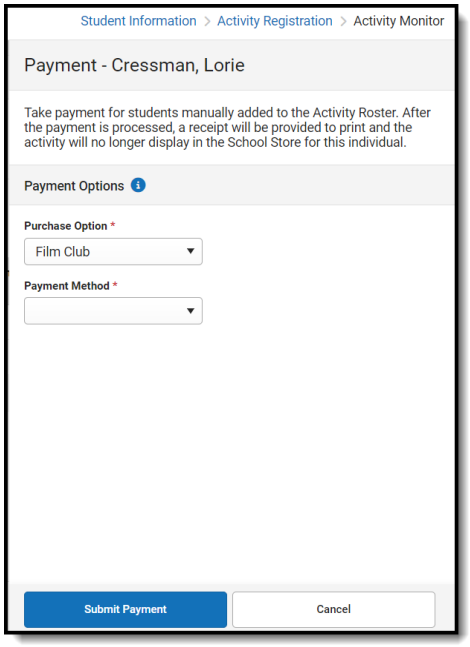
Notes about the Quick Form Fill tool:

- Only the Roster version of Quick Form Fill tool will display contextual data (extra info to help the activity staff make the right selection).
- The first user to fill in the form in the Roster and/or Portal will get the Quick Form Fill tool.
- The Quick Form Fill tool does NOT function in the Documents tab or the Activity Registration viewing tool (it only works in the School Store and Activity Roster). If a form is clicked in either of these, it will populate non-ambiguous data and leave any ambiguous fields BLANK.

Add Roster Payments

Roster Payment Processing allows for cash, check, and credit card transactions to be taken for an Activity from within the Activity Registration roster screen. If a student does not qualify for the Ad hoc, and is manually added, the payment can only be made via the Roster, not on Campus Parent/Student. After the activity is in a paid status, it is then visible on Campus Parent/Student.

1. Click the **Roster** button of the activity that will be updated.
2. Add **Individual Students** via that search bar.
3. Click **Select Purchase Details** under Option Purchased. The payment side panel will appear on screen.



4. Select the Purchase Option and Payment Method.

Payment Method	Description
Cash	1. Click **Submit Payment**. A Payment Recorded message will appear. 2. When finished, click **Close**.
Check	1. Enter the **Check #**. 2. Click the **Submit Payment** button. 3. When finished, click **Close**.
Credit Card (Campus Payments Terminal)	Complete these steps if you are using the Campus Payments Terminal. Click here to expand... 1. Open and log in to the Campus Payments Terminal. 2. Click the **Continue** button. The Make Payment window displays. 3. Select **USB Reader** in the Processing Mode field. 4. Enter an Email Address if the cardholder would like a receipt. 5. Click **Send**. 6. Use the card reader to either tap, swipe, or read the chip in the card. A receipt displays with the option to print.
Credit Card (Mobile Payments App)	A table or phone running the Campus Mobile Payments app is used with a card reader to record a payment. Click here to expand... 1. Click the **Continue** button. The Make Payment window displays. 2. Select **Mobile Payments App** in the Processing Mode field. 3. Select one of the mobile devices configured for Campus Payments from the **Select a Device** field. For details on setting up the mobile app to take payments, see Mobile Payments Setup for Office Payments. 4. Enter an Email Address if the cardholder would like a receipt. 5. Click **Send to app**. It will then appear as a Pending Transaction on that mobile device. You may need to tap Refresh for the transaction to appear.

Payment Method	Description
	6. Tap **Submit Payment**. 7. Use the card reader to either tap, swipe, or read the chip in the card. When payment is complete, a confirmation message displays on the app. In Campus, a card present receipt display.
Credit Card (Manual Entry)	Complete these steps if you do not have a Card Reader. Click here to expand... 1. Click the **Continue** button. The Make Payment window displays. 2. Select **Manual Entry** in the Processing Mode field. 3. Fill out the following fields. ▪ Card Number ▪ Card Expiration ▪ Security Code ▪ Full Name ▪ Country or region ▪ Address ▪ Email Address for Receipt 4. Click the **Send** button. If the transaction is successful, the receipt displays and you can print the receipt from your browser. A receipt is emailed if an email address was entered in the Email field. This email is not included in the Sent Message Log. 5. Click the **Close** button.